

Standard Operating Procedure

Enlisted Promotion System (EPS)

Promotions and Reductions of
GAARNG Enlisted Personnel

Joint Force Headquarters
Georgia Army National Guard
Marietta, Georgia 30060
1 October 2015

SUMMARY of CHANGE

- o None, this is the first printing of this SOP

This SOP --

- o Supports Chapter 7, Enlisted Promotions and Reductions, effective 2 February 2015. ARNG promotions and reductions have been integrated into Chapter 7, AR 600-8-19.
- o When AR 600-8-19 is referenced, refer to Chapter 7, Enlisted Promotions and Reductions, dated 2 February 2015.

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1. Overview

1-1. Purpose

a. To provide clear procedural guidance for the Enlisted Promotion System (EPS). These instructions are intended to provide a reference for all EPS actions including the procedures for use by centralized promotion boards. Instructions are intended to standardize the board criteria and point system used and to ensure that board proceedings are fair and equitable. It also provides additional guidance concerning eligibility criteria.

b. The EPS program is a National Guard Bureau (NGB) directed program designed to provide a fair and equitable promotion process. It identifies the most qualified Soldiers with demonstrated potential and places them into unit verified vacancies (where no excess Soldiers are available for cross-leveling) in order to meet the needs of the organization and increase personnel readiness. This promotion process affects all Soldiers in the ranks of SPC through SGM within the ARNG.

1-2. References. References referred to or used in this SOP are identified in Appendix A.

1-3. Explanation of Abbreviations and Terms. Abbreviations and special terms used in this SOP are identified in the Glossary.

1-4. Resources. Resources associated with this policy can be found on the GAARNG EPS website at <http://ga.ng.mil/eps>.

1-5. Proponent. Questions regarding the information contained in this SOP or the EPS system should be referred to the Enlisted Personnel Branch OIC or the Enlisted Promotion System NCOIC. Items concerning EPS as it applies to Active Guard and Reserve (AGR) Personnel should be referred to the Human Resources Office (HRO).

2. Defining the Program

2-1. Program Sequence. The Enlisted Promotion System is a multi-phase system designed to place the best qualified Soldiers in leadership vacancies. The EPS program is accomplished through four steps. Each step is outlined later in subparagraphs a, b, c and d below. The process for EPS is designed to occur in its stated order; however, its sequence may vary due to a variety of reasons.

a. **Select.** Soldiers are "selected" for vacancies based on their overall career performance. This performance is evaluated during annual consolidated boards and is reflected by a Soldier's position on the OML. The Soldier who is the highest on the OML, if eligible, is offered the position. Once Soldiers are selected, they are assigned to the unit vacancy. Upon acceptance, all administration and training responsibilities rest with the gaining organization.

b. **Train.** Training is conducted at the unit level as Soldiers selected for promotion serve in the position for which selected. Informal training includes NCO professional development, on the job training, and developmental counseling/mentorship. Formal training includes participation in field training exercises and training rotations.

c. **Educate.** Non-Commissioned Officer Education System (NCOES) courses are a requirement for promotion and Soldiers selected for promotion should have priority for required NCOES quotas. Soldiers selected for promotion are required to complete NCOES training requirements within the timeframe specified in PPOM 15-032.

d. **Promote.** Soldiers selected and fully qualified will be promoted concurrently with their assignment to the position for which selected. Soldiers selected who are not fully qualified for

promotion will be promoted when they meet all promotion requirements. Once all eligibility criteria has been updated in the system of record, units will submit a DA Form 4187, Request for Promotion (Figure 2-1) through the MSC S1 to the EPS section on the first Wednesday of the month to initiate the promotion. AGR Soldiers selected for a control grade position, if fully qualified, will be promoted with an effective date and DOR as of the day a controlled grade allocation becomes available. Promotion authorities will establish procedures that ensure Soldiers are fully qualified and meet all criteria prior to promotion.

2-2. Convening and Promotion Authorities. The Adjutant General is the convening and promotion authority for all promotion boards to SGT through SGM. The Adjutant General has delegated the conduct, management and signature authority to the G1.

2-3. EPS/Board Cycle Dates. The EPS program is conducted on an annual cycle from March 1st through February 28th/29th. March 1st is the cutoff date for Soldier eligibility for consideration and for records to be updated. The Enlisted Record Brief (ERB) is a vital part of the board evaluation process and every effort should be made to ensure the ERB is updated and correct prior to March 1st. NCOERs are a vital part of the board process and every effort should be made to ensure that all reports are scanned to iPERMS prior to the board's evaluation. Incomplete or work copies of NCOERs will not be accepted for board appraisal. Consolidated Boards are conducted during March and/or April with specific dates specified in the G1's Memorandum of Instruction (MOI). The annual EPS OML is published o/a May 15th and is used until the new OML is published the following year.

2-4. Suspense Dates. Suspense dates will be announced in the G1's MOI; this applies to submission of the NGB Forms 4100-1-R-E (dated January 2002) the 4100 Soldier Addendum (dated September 2015), the 4100 Leadership Addendum (dated September 2015) and E4 Word Pictures (dated August 2007). Soldiers are considered based on 4100s received and documentation updated into systems of record on or before the suspense date, provided they were otherwise eligible for consideration on March 1st. Systems of record for specific administrative requirements can be found in paragraph 6-2.e. Administrative points will not be adjusted based on events or documents dated or received after the respective suspense date. In order to meet State suspense dates, Soldiers must submit substantiating documentation to units in sufficient time to allow for updating into systems of record.

2-5. Eligibility Criteria. The below paragraphs outline the eligibility requirements for consideration (placed on the EPS list), selection (selected for and assigned against a higher graded position), promotion (pin-on of the higher rank).

a. Consideration (placed on the EPS list). For consideration, Soldiers must be MOSQ, recommended by their commander for consideration, and meet the below rank specific requirements for Time in Grade (TIG), Time in Service (TIS), Cumulative Enlisted Service (CES), Noncommissioned Officer Education System, and Structured Self Development.

(1) No additional requirements are authorized for consideration.

(2) Title 10 AGR Soldiers are not eligible for promotion on the Title 32 list. The day a Soldier transfers to Title 10 AGR status is the date they are ineligible for promotion from the State Title 32 list. This does not apply to Soldiers who are Title 10 ADOS or OCONUS deployed.

Table 2-1 Requirements for EPS List Consideration (on the EPS List)					
Promotion	TIG	TIS	CES	NCOES	SSD
SGM / E-9	36 months	16 years	10 years	SLC	None
MSG / E-8	36 months	13 years	8 years	SLC	SSD4
SFC / E-7	36 months	9 years	6 years	ALC	SSD3
SSG / E-6	18 months	N/A	N/A	BLC/WLC	SSD2
SGT / E-5	12 months	N/A	N/A	None	SSD1

b. Selection (selected for and assigned against a higher graded position). In order to be selected for promotion, Soldiers must meet the requirements of AR 600-8-19, paragraphs 1-10 and 7-4 at the time of the EPS Vacancy Fill. Specialists assigned to a sergeant position will be laterally appointed to corporal by the EPS section. Soldiers may verify their eligibility for selection at any time on the Georgia National Guard membership site at <http://ga-nec/gamembership/> and viewing Enlisted Promotion System Status (AKO username and password required). Specific requirements include:

- (1) Be on the EPS list.
- (2) Must not be flagged for any reason.
- (3) Have a current and passing APFT (within 18 months MDay/8 months AGR) input into SIDPERS and uploaded into iPERMS.
- (4) Minimum civilian education (high school diploma or equivalent) updated in SIDPERS.
- (5) Have a current and passing height/weight (within 8 months) input into RCAS.
- (6) Meet the security clearance requirement for the position and MOS.
- (7) Agree to extend, if necessary, in order to be enrolled in the first phase of required NCOES for the higher grade.

c. Promotion (pin-on of the higher rank). In order to be promoted, Soldiers must meet the requirements of AR 600-8-19, paragraphs 1-10 and 7-4 at the time of promotion. Specific requirements include:

- (1) Be on the EPS list and selected for promotion.
- (2) Must not be flagged for any reason.
- (3) Have a current and passing APFT (within 18 months MDay/8 months AGR) input into SIDPERS and uploaded into iPERMS.
- (4) Minimum civilian education (high school diploma or equivalent) updated in SIDPERS.
- (5) Have a current and passing height/weight (within 8 months) input into RCAS.
- (6) Meet the security clearance requirement for the position and MOS.
- (7) Additional rank specific requirements are:

Table 2-3 Requirements for Promotion		
Promotion	Service Obligation	NCOES
SGM / E-9	36 months	*USASMA
MSG / E-8	36 months	SLC
SFC / E-7	36 months	SLC
SSG / E-6	12 months	ALC
SGT / E-5	12 months	BLC/WLC

*Enrollment in, but not completion of, US Army Sergeant-Major Academy required for promotion to SGM/E-9.

(8) Soldiers may verify their eligibility for promotion at any time on the Georgia National Guard membership site at <http://ga-nec/gamembership/> and viewing Enlisted Promotion System Status (AKO username and password required).

d. As a clarification to the eligibility criteria for promotion consideration listed in paragraph 7-20, AR 600-8-19, the following Soldiers are not eligible for consideration in accordance with 7-44, AR 600-8-19: Officer Candidate School (OCS) Cadets, Warrant Officer Candidates (WOC) and Simultaneous Membership Program (SMP) participants. Once an enlisted Soldier accepts and is appointed on orders to OCS, WOC, or SMP, the Soldier is no longer eligible for consideration for EPS. The Soldier will be administratively removed from any promotion list. If the Soldier fails to maintain OCS, WOC, or SMP status, they lose reinstatement rights to any previous promotion list and will not be eligible for training or promotion consideration until the next scheduled promotion board. The only exception to this is Soldiers who receive an approved exception from NGB IAW PPOM 15-009, Exception to Administrative Removal from Enlisted Promotion List for Attendance in Officer Producing Program.

2-6. Requirements upon selection.

a. Commanders will ensure that Soldiers selected and assigned to a higher grade position, without the required NCOES for promotion, are enrolled in the required course within 120 days of assignment to meet the requirements of Table 2-2. Commanders must counsel Soldiers that they are required to complete NCOES within the required timeframe (Figure 2-2).

Rank selected for	NCOES	Time to Complete	Waiver Extension Authority	Remarks
SGM / E-9	*USASMA	N/A	N/A	***Conditional promotion to SGM
MSG / E-8	N/A	N/A	N/A	
SFC / E-7	SLC	*24 months	**First GO	
SSG / E-6	ALC	*24 months	**O6 CDR	
SGT / E-5	BLC	24 months	N/A	Lateral to CPL

*Plus an additional 12 months per phase after the second phase

**PME waiver authority may authorize an additional 12 months extension

***ATRRS confirmation of enrollment

b. PME Deferral for Mobilized Soldiers. For Soldiers mobilized after selection and assignment into a higher grade position without the NCOES required for promotion, their timeline in Table 2-2 will stop on the day their mobilization starts and will restart 90 days after the date they were released from active duty (not applicable for conditional promotion to sergeant major).

c. Command Initiated Removal from Position. Soldiers who decline or refuse, fail to apply or enroll, fail to be accepted, fail to attend (no show), or fail to graduate due to an act, omission, or failure of standards (fault of the Soldier) after notification of the training requirements necessary for promotion, will be counseled and reassigned to an available vacancy commensurate with their grade and MOS within their unit of assignment. If no vacancy exists, the Soldier will be slotted excess against a position commensurate with their grade and eligible for transfer during subsequent excess fills. Commanders must follow the notification procedures outlined in paragraph 7-45, AR 600-8-19 and paragraph 5-3 of this SOP before submitting the request through command channels to the EPS section. Soldiers removed from a higher grade position will not be eligible for promotion board consideration until the next scheduled annual board.

2-7. Addendum Choices. Soldiers will make the following elections on the 4100 Soldier Verification Addendum (Figure 2-3):

a. Whether or not to be considered for promotion.

- b. Whether or not to be considered for positions requiring specific follow on training/qualification.
- c. Females have the option of electing whether or not to be considered for positions in historically all-male units recently opened to females.
- d. Technicians have the option to accept or decline positions that are incompatible with their technician position. Technicians who accept an incompatible position may be terminated from the technician program.
- e. E7s and above have the option to elect whether or not to be considered for 1SG and CSM positions. Only Soldiers elected to be considered for 1SG and CSM positions on the 4100 Addendum will be eligible for leadership positions during the duration of the EPS cycle.
- f. All Soldiers have the opportunity to select areas of consideration for the Order of Merit List (OML). A map depicting EPS regions is found in Figure 2-4. The travel options provided are:
 - (1) Unit only, BN only, MSC only, Regions and statewide
 - (2) AGR Soldiers will be considered statewide only.
 - (3) Soldiers who do not select a mileage election will be considered unit only.

2-8. Career Progression MOS (CPMOS). The CPMOS will be the PMOS unless there is a compelling reason for it to be another MOS. Soldiers may submit a request to change their CPMOS on DA Form 4187 (Figure 2-5) during EPS turn-in or as a STAB. Requests to change CPMOS must be IAW AR 600-8-19, paragraph 7-30 and must include a memorandum with justification for the requested change. The G1 is the approval for all requests to change CPMOS. Requests for CPMOS change to 79T (recruiting) must be approved by the Recruiting and Retention Battalion Commander prior to G1 approval.

2-9. EPS Briefing. Commanders will ensure a semi-annual briefing is conducted to keep Soldiers informed and updated on EPS. Briefings should be conducted by the battalion CSM, unit 1SG or First Line Leader. The EPS section will provide slides and references for briefings on the G1 EPS SPORAL page and on the EPS website at <http://ga.ng.mil/eps>.

3. Preparation for the Board

Section I General Processing

3-1. G1Processing.

- a. The G1 will initiate an MOI o/a October 1st of each year outlining the board procedures and requirements for the following year's EPS Consolidated Boards. The MOI will be disseminated via the State FRAGORD and emailed directly to Major Subordinate Command (MSC) S1 representatives. It will announce the date of the boards and include guidance as to how units can obtain the following enclosures to the MOI: Promotion Eligibility Roster (PER), 4100s for all eligible Soldiers by Time in Grade (TIG) and Time in Service (TIS), and any special administrative instructions. MSCs will forward the MOI to units at least two monthly drills (a minimum of 8- MUTAs) prior to the due date.
- b. Major and intermediate commands are responsible for disseminating the PER and 4100s to subordinate units.
- c. Upon receipt of completed 4100s from units, G1 personnel will review packets for accuracy. See Figure 3-1, NGB 4100-1-R-E, EPS Worksheet.

3-2. Major Support Command Processing. Administrative personnel at each major command will receive the MOI and complete the following actions, as a minimum:

- a. Provide the Commander (CDR) and CSM a copy of the MOI.
- b. Retrieve and disseminate 4100s to subordinate units.
- c. If a 4100 cannot be retrieved, contact EPS for assistance.
- d. Forward the MOI with pertinent enclosures to subordinate commands for action.
- e. Ensure deployed units under their command receive their PER and 4100s and issue guidance on completing and returning them to the MACOM.
- f. Provide administrative assistance to subordinate commands.
- g. Conduct MSC turn-in where subordinate units turn in all required EPS documentation to the MSC. It is highly suggested that the NCOIC for the subordinate unit (CSM for battalions, 1SG for companies) will participate in the turn-in.
- h. Review PERs and 4100s for completeness.
- i. Ensure DA 4187, Request for Consideration in another CPMOS, is forwarded to the G1 prior to March 1st.
- j. Turn in completed PERs, 4100s, 4100 Addendums and/or substantiating documents to EPS on the established suspense date. The MSC CSM will participate in the turn-in.

3-3. Battalion (BN) Processing. Administrative personnel at battalion level will complete the following actions as a minimum:

- a. Provide the CDR and CSM with a copy of the MOI.
- b. Disseminate 4100s to subordinate units. If a 4100 cannot be secured, contact your higher headquarters for assistance.
- c. Forward the MOI with pertinent enclosures to subordinate unit(s) for action.
- d. Provide administrative assistance to subordinate units.
- e. Review returned PERs and 4100 for accuracy and completeness. Update systems of record as necessary based on supporting documentation provided.
- f. Ensure deployed units under their command receive their PER and 4100, and issue guidance on completing and returning them to the battalion.
- g. Turn in completed PERs, 4100s, 4100 Addendums and/or substantiating documents to EPS on the established suspense date. It is highly suggested that the NCOIC for the subordinate unit (CSM for battalions, 1SG for companies) will participate in the turn-in.
- h. Ensure DA 4187, Request for Consideration in another CPMOS, is forwarded to the next higher command in sufficient time to allow forwarding through administrative channels prior to March 1st.

3-4. Unit/First Line Leader Processing.

- a. Administrative or full-time personnel at the unit level will complete the following actions:
- b. Provide a copy of the MOI to the CDR and 1SG.
- c. Receive an initial PER and the 4100s for the unit. If 4100 cannot be retrieved, contact your higher headquarters for assistance. Review the PER and inventory 4100s to ensure a form was received for each eligible Soldier assigned or attached to the unit. Obtain additional forms from higher headquarters, if necessary, and add those personnel to the PER. Forward 4100s to the gaining unit for processing when Soldiers have transferred to other units.
- d. Line through Soldiers listed on the PER who are not eligible for promotion consideration or are no longer a member of the unit. Use paragraph 7-20, AR 600-8-19 and paragraph 2-5 of this SOP to determine eligibility. Supporting documentation must be provided for any Soldier on the PER that a packet is not submitted. The only authorized supporting documentation for ineligible Soldiers is:
 - (1) Discharge/Retirement Orders
 - (2) Promotion Order
 - (3) MOS Order awarding an officer producing MOS (09R, 09S, etc)
 - (4) Reduction Order

(5) ING Orders

e. After completion of all counseling and unit processing, secure a final PER to verify that all Soldiers are accounted for and then forward the annotated PER with 4100s and substantiating documents to the next higher command for submission by the suspense date indicated.

f. The 1SG and/or FLL will complete the following actions:

g. Review the PER and ensure all eligible Soldiers are accounted for. This includes Soldiers on medical hold and assigned to the JFHQ and attached back to the unit.

h. Review the NGB Form 4100-1-R-E (Enlisted Promotion Point Worksheet) with each E4 and E5 and explain the administrative points calculated, providing an opportunity for submission of additional documents.

i. Review the 4100 Addendum with each Soldier and counsel Soldiers on the election(s) or declination decisions, the MOS they are to be boarded in, and the consequences of their choices.

j. Obtain the Soldier's signature. If a Soldier is at school or otherwise unavailable to sign the 4100, the CDR, 1SG or the FLL will then indicate the Soldier's election(s), and print or type the following statement on the signature line: "SOLDIER UNAVAILABLE FOR SIGNATURE." CDRs/1SGs or FLLs will sign the 4100, taking ownership for counseling the Soldier. If the Soldier is unavailable for signature, the Commander or 1SG will provide a memorandum of justification explaining why the Soldier is not available and verifying that the Soldier has been contacted and 4100 Addendum reflects the Soldier's preferences.

k. Soldiers will verify the accuracy of entries and update the data as required. The following will be verified:

(1) Weapons Qualification. The latest weapons qualification (N-Not Qualified, M-Marksman, S-Sharpshooter, E-Expert, and date) will auto-populated from SIDPERS. Weapons qualifications are good for the two years from March 1st.

(2) DA Form(s) 705. The latest APFT score and date will auto-populated from SIDPERS. APFT score is valid for 18 months (8 months for AGR).

(3) Other resident training documentation will be auto-populated from SIDPERS.

(4) Self-development course hour's documentation will be auto-populated from SIDPERS.

(5) Current NCOES level will be auto-populated from SIDPERS. This represents the highest NCOES (SSD and resident competed in order).

(6) Documents to substantiate postsecondary semester hours will be will be auto-populated from SIDPERS.

(7) Documentation to substantiate administrative points in (1) through (6) above and NCOERs must be loaded into SIDPERS and on file in iPERMS prior to March 1st. If there is no documentation in SIPDERS and/or iPERMS, promotion points will not be granted. Soldiers must meet the unit's suspense date and submit any point substantiating documentation so that it may be updated into systems of record in sufficient time to meet the chain of command and State suspense dates.

l. Communication with the Board. Follow the procedures as prescribed in paragraph 7-32, AR 600-8-19.

Section II

Completing the 4100/Personnel Eligibility Roster

3-5. Determine Eligibility. See AR 600-8-19 para 7-7 for computation of TIG, TIS, and CES.

3-6. Annotate the Personnel Eligibility Roster (PER). Draw a single line through a Soldier's name if the Soldier will not be considered. Add names of eligible Soldiers to the bottom. When forwarding 4100s for consideration, each and every Soldier on the PER must be accounted for; the PER must be annotated with the status of each Soldier. If a Soldier on the PER has been

transferred prior to December 1st, the gaining unit is responsible for turning in the 4100 and/or 4100 Addendum. If a Soldier is transferred on or after December 1st, the losing unit is responsible for turning in the 4100 and/or 4100 Addendum. Gaining and losing units are encouraged to work together to complete the required packet. It is at the units' discretion for which commander will sign the 4100 Addendum. Units will verify the PER with the Unit Manning Roster (UMR).

3-7. Section I, NGB Form 4100-1-R-E, Personnel Information. (SSG/SGT Boards)

- a. PMOS - The PMOS will be the CPMOS unless the Soldier submits a request and is approved to be considered under a different MOS.
- b. DOR- Used to calculate TIG admin points, maximum of 75 points. Points are pre-calculated at five (5) points per full year up to a maximum of 15 years.
- c. PEBD- Used to calculate TIS admin points, maximum of 75 points. Points are pre-calculated at three (3) points per full year of service.

3-8. Section II, NGB Form 4100-1-R-E, Awards. Points are pre-calculated from SIDPERS. See Table 3-1 for point values, maximum of 75 points. Only Federal and State awards that are worth points should be listed on the NGB 4100.

Table 3-1 Award Admin Point Values	
Award	Point Value
Soldier Medal (and higher)	35 points each award
Bronze Star Medal/Purple Heart	30 points each award
Meritorious Service Medal (federal and state)	25 points each award
Commendation Medal (federal, state, joint, and other services)	20 points each award
Achievement Medal (federal, joint, and other services)	15 points each award
Prisoner of War, CIB, CAB, CMB, EIB, EFMB	10 points each badge
Driver and Mechanic Badges, Tomb Guard Identification Badges	5 points each badge
Campaign Medals and Stars	5 points for each star
GWOTEM	5 points

3-9. Section III NGB Form 4100-1-R-E, Training and Education Data. (SSG/SGT Boards)

- a. Weapons Qualification. The score is only good for two years, and must be current as of March 1st. Pre-calculated from SIDPERS for a maximum of 75 points. Expert=75, Sharpshooter=50, Marksman=25. The only acceptable or authorized means of qualification will be on the standard U.S. Army rifle, the M16A1, M16A2, M4, M249 Squad Assault Weapon, or the U.S. Army M9 pistol. Do not attach a copy of the Qualification.
- b. APFT. Pre-calculated from SIDPERS for a maximum of 75 points. Do not attach DA Form 705. Update in SIDPERS if there is a more current APFT. There are several rules regarding Soldiers who have no APFT, alternate APFT, or profiles. (Refer to AR 600-8-19, Paragraph 7-52 and Table 7-6).
- c. Other Resident Training. Pre-calculated from SIDPERS for a maximum of 75 points. (Refer to AR 600-8-19, Chapter 7). Calculated IAW AR 600-8-19, paragraph 7-53. Soldiers receive 5 points per full week for non-NCOES military resident training. Courses must be successfully completed and be 5 days, 1 week, or 40 or more hours to be recorded.
- d. Self-Development Course Hours. Pre-calculated from SIDPERS for a maximum of 75 points. This area consists of any military extension courses or sub courses completed except those counting toward NCOES requirements. Award 1 point for every 5 credit hours completed

and an additional 5 points for each diploma issued for completing an entire correspondence course program of instruction, provided it was at least 5 sub courses or 25 hours

e. Post-Secondary Semester Hours. Pre-calculated from SIDPERS for a maximum of 75 points. Substantiating documentation must be included in iPERMS. Points will be awarded based on an original (official) transcript. Grade reports and course of study plans are not acceptable. Points are not awarded for course recommendations listed on DD Form 295 or similar documents. These are credit recommendations based on ACE evaluations and are not considered until accepted by the state Education Services Officer (ESO). Refer to Table 3-1 for further clarification.

Table 3-1 Civilian Education		
Type	Semester Hours	Points Awarded
High School/GED	N/A	0
College/Trade School	1-60	1 point for each hour
	60+	0
For 61 or more semester hours, but less than a baccalaureate degree, no additional points will be awarded		
Degrees:		
Bachelor of Arts (BA)		75
Bachelor of Science (BS)		75
Post Graduate Work		75

3-10. Section IV, NGB Form 4100-1-R-E, Verification. Soldiers verify whether or not they want to be considered for military education and promotion. Soldiers acknowledge the stipulations associated with being considered for promotion and subsequently declining a position.

3-11. Section V, NGB Form 4100-1-R-E, Appraisal. (SSG/SGT Boards). This section is not used. Board Member points will be calculated through NGABS.

3-12. Section VI, NGB Form 4100-1-R-E, Total Score and Verification. (SSG/SGT Boards). This section will be pre-calculated with Promotion Board Score left blank.

3-13. Promotion Packets. Promotion packets will include:

- Enlisted Promotion Point Worksheet NGB Form 4100-1-R-E (E4s and E5s only)
- GA ARNG Form 4100-B, Soldier Verification Addendum (all ranks)
- GA ARNG Form 2166-2, E4 Word Picture (E4s only)
- Soldier's memorandum to the board (optional) IAW AR 600-8-19 paragraph 7-32.

3-14. E4 Word Picture. For Soldiers in the rank of SPC, a GA ARNG Form 2166-2-R-E (See Figure 3-2) will be prepared at unit level. The E4 Word Picture will provide valuable information to board members as they review files that do not contain NCOER(s). E4 Word Pictures will be completed IAW the requirements for the corresponding blocks on the NCOER. DA Pam 623-3 outlines how to complete the NCOER and can be used as a reference for completing the E4 Word Picture.

3-15. GA ARNG 4100-B, Soldier Verification Addendum (See Figure 2-2).

a. Unit Commanders, First Sergeants, and Fulltime Unit Support Personnel will verify GA ARNG Form 4100-B, Soldier Verification Addendum with each Soldier. The First Line Leader will review the form with the Soldier, explain the standard options available to the Soldier and

the consequences of their choices. The Soldier will accept or decline consideration for promotion, military education, assignment preference, and sign and date the form. If the Soldier elects to not be considered for promotion, the Soldier will not be boarded and will not be placed on the EPS list. If an Area of Consideration is not selected, the Soldier will be considered "unit only." In the event the Soldier is not available to sign in person, the Commander (or delegate) will go over the form with the Soldier by telephone, and accomplish all required actions. The Commander (or delegate) will ensure that the document is signed and dated.

b. Commander's Recommendation. The Commander will mark Recommend or Non-Recommended, sign and date the form. Any Soldier non-recommended must be IAW AR 600-8-19 para 7-33. DA Form 4187 and DA Form 4856 (Figure 3-3) must be forwarded for all Soldiers that are non-recommended. Soldiers who are non-recommended for promotion and/or leadership positions will be afforded 30 days to submit appeal requests through the chain of command to the EPS section. Approval authority for non-recommendations are as follows:

- (1) Promotion to SGT: Commander in the rank of Lieutenant Colonel (See Figure 3-4)
- (2) Promotion to SSG/SFC: Commander in the rank of Colonel (See Figure 3-5)
- (3) Promotion to MSG/SGM: TAG (See Figure 3-6)
- (4) Approval authority for non-recommendation cannot be delegated
- (5) TAG is the appeal authority for all ranks

3-16. Eligibility Philosophy. (All Boards) The computer generates 4100s for all Soldiers meeting the minimum basic eligibility requirement by time in grade and service. All commanders and administrative personnel must ensure that Soldiers meet all eligibility requirements as outlined in paragraph 2-5.a before completing and forwarding the 4100.

4. Boards

Section I General

4-1. Centralized Board Concept

a. The centralized board will be conducted for the purpose of evaluating individual Soldier performance and the potential for Soldiers being considered for promotion to SGT-SGM. This Board will utilize the National Guard Automated Boards System (NGABS).

b. IAW AR 640-30 para 6, DA Photos are required upon promotion to SSG, however all Soldiers that meet the eligibility criteria and submit a 4100 Addendum will be considered. Absence of this photo does not constitute material error and is not reason for reconsideration. The guidelines for the photographs are in paragraph 8, AR 640-30, dated 18 September 2008.

c. All boards (SGT through CSM) under EPS are conducted as centralized boards at GAARNG JFHQ with each command furnishing board members. Specific requirements for board members, the date, time and place of the board will be established and published by EPS annually, but no later than 30 days prior to the scheduled board date.

d. Centralized boards will evaluate Soldiers using the Whole Soldier concept using a Baseline that is established by the board members based on guidance received from the Adjutant General, Commander GAARNG, and/or CSM GAARNG. Baselines will not be published as they will change from year to year.

e. Leadership boards (1SG and CSM).

(1) Leadership boards are conducted as centralized boards at GAARNG Joint Forces Headquarters. Specific requirements for board members, the date, time, and place of the board will be established and published by the G1 annually, but no later than 30 days prior to the scheduled board date.

(2) Leadership boards will have access to the documents listed in paragraph 4-5. Upon completion of the board's review of all records submitted for consideration, the recorder will close the board. EPS will then generate a CSM and 1SG Leadership List. The leadership list is an eligibility list and is not an order of merit list (OML). All Soldiers on the Leadership List are eligible for selection into a leadership position.

4-2. Board Membership and Responsibilities at Centralized Promotion Boards using NGABS. The board is appointed by memorandum from the G 1. The board will be comprised of a president, members, and recorders. MSC requirements for providing members for centralized boards will be published in the annual MOI.

a. **Members.** Membership consists of selected Soldiers from each MSC. Each board will have a mix of NCOs who are senior to the boarded Soldiers, i.e. for the SFC Board, the board members can be E7 and above, with the senior member serving as the board president. The minimum grade of a board member will be a SFC. When feasible, the board will be composed of maximum diversity to include duty status, combat/support MOSs, gender, race/ethnicity, duty positions.

(1) The board will include female and/or minority members if Soldiers of that group are to be considered.

(2) Members of the board will review the record and documents available for each Soldier and award points using the Whole Soldier Concept. Board members will not confer with each other regarding Soldiers they are boarding.

(3) Members will review each Soldier until each applicant receives a total of 5 votes regardless of the number of board members.

b. **Centralized Board Recorders.** Board recorders will be provided by EPS.

(1) The recorder will manage the lists/packets of Soldiers being considered for promotion and ensure that training is given to board members on how to evaluate Soldiers being considered for promotion.

(2) Upon completion of the board's review of all records submitted for consideration, the recorder will close the board. The recorder will then generate any reports that are needed and generate an OML by CPMOS.

4-3. Standby Advisory Boards (STAB). STAB will be conducted at the discretion of the G1. There is one STAB is conducted each EPS cycle, generally in September. The Annual MOI will specify specific STAB dates. Requests for STAB (Figure 4-1) will be conducted IAW AR 600-8-19, paragraph 7-49 will be submitted through command channels with supporting documentation and a letter to the president of the board, (IAW AR 25-50) to the G1 EPS section for consideration. Letters to the STAB board in cases of CPMOS change should address specific reasons for the change and how the requested change will benefit the organization. Soldiers in the rank of SFC and above, request change to CPMOS will include recent documented experience in the MOS requested in their letter to the president. The suspense for STAB request packets will be specified in the annual MOI.

Section II

Conducting the Board

4-4. Board Guidance.

a. **General.** It is essential that the ARNG have enlisted Soldiers who are outstanding troop leaders as well as those who can provide leadership skills in other areas, such as specialist career fields and supporting staff and units. The board must evaluate and rate each Soldier, recognizing that various assignments and MOSs require different strengths, techniques and backgrounds.

b. Centralized boards will board Soldiers using the Whole Soldier concept using the Baseline established by the board members.

c. Appraisal. During the proceedings, each board member considers the Soldier's entire career, placing more emphasis on the recent past. This process ensures that no one success or failure, by itself, would be an over-riding factor in determining the Soldier's standing in relation to his or her peers. The board must take into account that relatively junior Soldiers should be expected to make honest mistakes from which they learn and improve their performance and potential.

(1) Board members will not disclose the results of the board or board findings or take any notes of any type from the board. Board members may discuss the general promotion selection process to help their Soldiers and others better understand the process. They may also counsel their Soldiers on the data in their records and how their qualifications compare to the criteria in Chapter 7, AR 600-8-1 9.

(2) Board members will review all available records, all Academic Evaluation Reports and NCOERs (or Specialist Promotion Appraisal Worksheet), and the NOB Form 4100-1-R- E with authorized enclosures. NCOERs containing excellence marks that are not substantiated should be judged accordingly. Individual Soldiers may submit a memorandum to the president of the board to highlight any area, which may not otherwise be apparent from the Soldier's record, which will be available to all board members appraising that Soldier.

d. Derogatory Information. The weight of the given information will be determined by the collective judgment of the board.

e. Medical Profiles. The board must recognize that waivers can be granted to Soldiers with certain medical profiles and that some Soldiers have partial disabilities that may be the result of disease, wound or injury, but do not necessarily interfere with performance of duty. The Soldier's health and dental records will not be presented to the selection board.

4-5. Board Documents. Board members will review the following documents on each Soldier:

a. Enlisted Record Brief (ERB): The ERB is the primary document used to evaluate Soldiers based on the Whole Soldier Concept. It is imperative for Soldiers to ensure their ERB is updated and accurate. Criteria evaluated will include Assignment History, Deployment History, Military Education, Civilian Education, Weapons Qualification, Awards, and DA Photo (E6 and above). Missing and outdated information on the ERB will negatively affect a Soldier's evaluation.

b. NCOERs/E4 Word Pictures: NCOERs or E4 Word Pictures will be used to evaluate the responsibilities and job performance of the Soldier. The NCOER/E4 Word Picture is the primary means of evaluating performance, leadership skills, and potential. Exceptional performance in demanding leadership positions will be weighed most favorably.

c. DA Form 1059s: Soldiers who exceed course standards, have already completed NCOES required for promotion, and have current training experience will be weighed most favorably.

d. Award Certificates: Used to verify awards listed on the ERB and provide the context for the award.

e. DA Form 705, APFT: Used to verify current and passing APFT. Outdated or failing APFTs will negatively affect a Soldier's evaluation.

f. DA Photo (promotion to E7 and above): Used to verify a current DA Photo that presents a professional military appearance. Missing or outdated DA Photos (E6 and above) will negatively affect a Soldier's evaluation.

g. Other iPERMS documents may be used to verify information contained in one of the above categories.

h. Memorandum to the president of the board (if applicable)

5. Order of Merit Lists (OML)

5-1. Distribution of Lists. Upon completion of the board and data processing, EPS will generate the OML. OMLs will be reviewed by the G1 before approval by the TAG. After the lists have been approved, they will be distributed through the state FRAGORD, emailed to each MSC S1, and posted to the EPS website at <http://ga.ng.mil/eps>. OMLs are published o/a 15 May of each year. Soldiers should review their eligibility on the EPS list when published to ensure their information is reflected correctly. If information is incorrect, Soldiers should submit supporting documentation through the chain of command to the EPS section NLT 31 May to ensure corrections can be made prior to the first EPS Vacancy Fill of the year.

5-2. Administrative Removal. When it is found that a Soldier should be removed from the list for either administrative reasons as stated in paragraph 7-44, AR 600-8-19, the unit will submit a DA Form 4187, request for removal from EPS List (Figure 5-1) along with supporting documentation through the MSC to the EPS section. If substantiated, the G1 will remove the Soldier from the list and update the OML.

5-3. Command Initiated Removal. When a commander wants a Soldier removed from the list for reasons stated in paragraph 7-45, AR 600-8-19, the commander must submit a recommendation for removal through channels to the G1. Requests include a DA Form 4187 (Figure 5-1), memorandum of justification, and any necessary supporting documentation. Such requests must be fully justified and require approval of the G1. Reference paragraph 2-6 of this SOP for removal of Soldiers from the EPS list who have already been selected for promotion.

5-4. Changes to Order of Merit Lists (OML). All changes, including removals, corrections and STAB will be posted to the OML located on the EPS website on a monthly basis.

6. Using the OML

Section I Filling Position Vacancies

6-1. Personnel Reassignments. Commanders will fill unit NCO vacancies utilizing the sequence listed in Chap 4, NGR 600-200 and Chap 7, AR 600-8-19.

6-2. Filling Positions from the OML.

a. Vacancy Fills will be conducted five times during the EPS cycle: June, August, October, December, and February. The vacancy fill process will consist of request for fill, UMR scrub/request for fill approval, excess fill/priority placement, EPS fill.

b. Request for Fill. On the first Wednesday of a Vacancy Fill month (June, August, October, December, February), the MSC will submit a consolidated spreadsheet of the vacancies to be filled to the EPS section. Formatting for the vacancy request spreadsheet will be disseminated by the EPS section.

c. UMR Scrub/Request for fill approval. The G1 section will conduct a UMR scrub of all units submitting vacancies to be filled. UMRs with more than 8% errors compared to number of assigned Soldiers will have their UMRs returned for correction and that unit's vacancies will not be filled. The unit can resubmit the vacancies for the next scheduled vacancy fill. For UMRs with less than 8% errors compared to number of assigned Soldiers, their vacancies will continue

through the below process for fill. Percentage is calculated as total errors divided by the number of Soldiers assigned to the unit.

d. Excess fill/priority placement. The first step in filling approved vacancies is the excess/priority placement fill. All vacancies will be compared against the excess Soldier list and the Priority Placement list. If an available Soldier exists on either list, that Soldier will be transferred into the vacant position.

(1) Excess Soldier list: consists of all Soldiers within the state coded 9993 in SIDPERS. These Soldiers are excess and available for involuntary reassignment to a position for which they are qualified (PMOS, SMOS, or AMOS) within a 50 mile radius of their home of record (HOR) (calculated via HOR zip code and unit zip code).

(2) Priority Placement list: consists of Soldiers who were promoted against an invalid vacancy and are not the primary slot holders for a position of the commensurate rank. These Soldiers are eligible for involuntary reassignment based on their PMOS with the area of consideration specified on their 4100 Addendum.

e. EPS Vacancy Fill. If there are no eligible Soldiers on the excess or priority placement lists, the position will be available for EPS fill. The EPS Section will

(1) Identify the highest ranked Soldiers on the OML fully eligible and available for selection. Eligibility is verified against the systems of record. Soldiers not fully eligible in the system of record will be bypassed for selection. As a reminder, Soldiers may verify their eligibility for selection at any time on the Georgia National Guard membership site at <http://ga-nec/gamembership/> and viewing Enlisted Promotion System Status (AKO username and password required). The system of record for each promotion requirement is below:

(a) MOS Qualified: based on CPMOS, verified through SIDPERS.

(b) NCOES Qualification: SIDPERS

(c) SSD Qualification: DPRO

(d) Civilian Education: SIDPERS

(e) Security Clearance: SIDPERS

(f) APFT: SIDPERS

(g) Height/Weight: RCAS

(h) Remaining Service Obligation: SIDPERS

(i) Flagged: SIDPERS

(j) Listed on EPS List: EPS List

(k) TIG: SIDPERS

(l) TIS: SIDPERS

(2) Prioritization of Fill. Vacancies will be prioritized based on the unit's position on the State Logistic Personnel Prioritization Roster (SLPPR). Units with a higher priority will have their vacancies filled prior to units with a lower prioritization. Vacancies will be filled in a manner to ensure the highest ranked Soldiers on the OML eligible for selection are selected if there is a position within their area of consideration. As a result, the highest ranked Soldier on the OML may not be assigned to the highest ranked vacancy on the SLPPR.

(3) Once EPS has verified all information, EPS will initiate a PAR to Transfer and Promote the Soldier. If the Soldier is selected against a vacancy within the same unit, EPS will initiate a reassignment and promotion PAR. If the Soldier is fully eligible for promotion, the EPS section will publish a promotion order. The effective date of transfer and Date of Rank (DOR) for Soldiers fully eligible for promotion will be the second Wednesday of the month the vacancy fill is conducted. Soldiers will be authorized to split with the losing unit for one drill following transfer.

f. Promotion. For Soldiers who were not fully eligible for promotion (lacking NCOES or Remaining Service Obligation) at the time of selection, units will submit a 4187 request for promotion (Figure 2-1) through the MSC to the EPS section on the 1st Wednesday of the month. DOR will be the date the Soldier gained full promotion eligibility but will not be backdated more

than 60 days. Exceptions are approved by the Adjutant General and require a memorandum of explanation signed by the MSC commander and a DA Form 4856 Counseling Statement for whoever was responsible for the request not being submitted within a timely manner.

6-3. Bypassed Soldiers.

a. The EPS Section will not go back and promote a Soldier who was bypassed for selection because the system of record was not updated. Soldiers have the ability to verify eligibility for selection and are encouraged to verify eligibility frequently, especially immediately prior to a Vacancy Fill. Any exceptions to this policy must be approved by the Adjutant General and require a memorandum of explanation signed by the MSC commander and a DA Form 4856 Counseling Statement for whoever was responsible for the eligibility criteria not being updated in the system of record prior to the Vacancy Fill.

b. Soldiers fully eligible for promotion in the system of record and erroneously bypassed by the EPS section will be selected and placed on the Priority Placement List. The current unit is responsible for ensuring the Soldier is enrolled in the required NCOES for the next grade if required.

6-4. Exception to Policy (ETP) Fills. During the October and February vacancy fills, ETPs will be authorized after Excess/Priority Placement Fill and EPS Vacancy Fill. If an MOS list is exhausted (all Soldiers within the CPMOS have been selected or none are available or eligible) the following priority will be followed:

a. Using the existing list in sequential order, offer vacancies to those Soldiers originally bypassed because of their area of consideration elections on the 4100 Addendum.

b. Using the entire existing promotion list in sequential order, offer vacancies in order as they appear to those Soldier who hold the vacancy MOS as a secondary (SMOS) or alternate (AMOS) within SIDPERS. Soldier will not be considered for an MOS they possess that is not listed as an SMOS or AMOS within SIDPERS. Soldiers will not be bypassed based on the area of consideration elections on the 4100 Addendum.

c. If the vacancy still cannot be filled, the unit can request EPS publish a Statewide Vacancy Announcement (SWVA) following the October Vacancy Fill. Soldiers that are accepted using the SWVA may be placed in the position but not promoted until all conditions in the SWVA are met. There will not be an SWVA following the February Vacancy Fill.

6-5. Declination Procedures. MDay Soldiers must submit MDay Declination of Promotion (Figure 6-1) to decline a promotion or leadership position. Soldiers who decline positions that are within their elected area of consideration will be removed from the OML and will not be reinstated until the next board cycle. Soldiers who were promoted will have promotion orders revoked. Soldiers who decline within 45 days will have the transfer order revoked. Soldiers who decline more than 45 days from the effective date of transfer will be reassigned to a commensurate position within the gaining unit and coded excess (9993) if necessary. Soldiers who decline positions offered outside their CPMOS or area of consideration will not be removed from the OML.

6-6. Hardships. MDay Soldiers and technicians who decline due to hardship must submit the MDay Hardship Request (Figure 6-2) with supporting documentation. If approved, the Soldier will remain on the OML, but will be ineligible for selection for any other positions until the G1 is informed that the hardship no longer exists. For AGR Soldiers see paragraph 6-14.

6-7. Stabilization upon Promotion. Soldiers will not be voluntarily transferred for 12 months following the effective date of promotion.

a. The TAG may waive the requirements of this paragraph for the needs of the service.

- b. Stabilization will not stop a Soldier's Career Progression.

Section II

Positions with special promotion requirements:

6-8. 122^d Regional Training Institute (RTI) Vacancies. When a request for vacancy fill is requested for a position at the RTI that is MOS specific, the OML for that MOS will be utilized. The EPS section will provide a list of Soldiers who acknowledged willingness on the 4100 Addendum to accept instructor positions to RTI. RTI will prescreen the candidates to ensure they meet the eligibility requirements for the instructor course and the additional requirements (Figure 6-3) for instructors. Soldiers who cannot meet the requirements for proponent certification will not be considered for RTI positions, but will remain on the OML. Once they meet the requirements of the proponent school house, they will be considered for the next vacancy. This may be just a matter of gaining time in the MOS or serving as a squad leader or platoon sergeant. RTI will provide a list of Soldiers meeting the eligibility requirements to the EPS section, and the highest ranked eligible Soldiers will be selected. RTI will provide a selection memorandum detailing which requirements those found ineligible for selection did not meet. This selection memorandum will be provided to the EPS section and to the individual Soldier. RTI instructors are required to gain instructor certification. Soldiers will be required to complete the Total Army Instructor training Course within one year and be awarded Skill Qualification Identifier (SQI) 8.

6-9. Recruiting Positions. Recruiter positions are MOS 79T and only Soldiers from the 79T OML will be considered for promotion into these positions. Soldiers who are recruiter qualified (SQI 4) but do not hold the 79T MOS are authorized to submit a CPMOS change request to compete on the 79T OML. CPMOS change requests to 79T require approval by the Recruiting and Retention Battalion Commander prior to G1 approval.

6-10. Additional Skill Identifiers (ASI). IAW AR 600-8-19 paragraph 7-39, Soldiers are considered for selection to position regardless to SQI, ASI, and language identification code of the position. For positions with additional qualifications that are indispensable to performance, a commander may submit a memorandum to the G1 for approval requesting to either (1) only consider Soldiers who are willing to attend the required training, or (2) only consider Soldiers who are currently fully qualified for the position. Request must be submitted through the MSC to the G1 no later than March 1st. The G1 is the approval authority for these requests. A consistent standard must be used for each MOS, grade, functional area, and type of unit.

- a. For approved requests to only consider Soldiers who are willing to attend the required training, Soldiers who are interested in accepting positions requiring the specialized training will be selected in order as they appear on the OML. Soldiers that decline these positions will remain on the OML and are eligible for selection for non-ASI required positions. Soldiers that are selected will be assigned and will have 1 year from the date of assignment to obtain the proper SQI/ASI. If a Soldier fails to obtain the proper certification, the unit can submit a 4187 requesting the Soldier be placed on the priority placement list. The unit will code the Soldier excess code 9993, and the Soldier will be reassigned to the next available position commensurate with their grade.

- b. For approved requests to only consider Soldiers who are fully qualified, only Soldiers that are fully qualified for the position will be considered. If there are no fully qualified Soldiers for the position, the position will not be filled. These positions will not subsequently be offered via ETP to Soldiers who are not fully qualified for the position.

6-11. Critical/Low Density Positions. Units may request to promote excess against critical/low density positions. Request must be submitted in memorandum format through the MSC to the G1 no later than March 1st. Requests must fully explain the criticality for these positions and the number of excess required for mission accomplishment. The G1 is the approval authority for these requests. For approved exceptions, Soldiers will be promoted against the existing position and will be coded in SIDPERS YYYY even though there are more Soldiers currently in the position than the MTOE allows. Examples include:

a. Low density MOS positions with an inverted career progression. For example, if an MOS only has one E6 position statewide but three E7 positions, the unit could request approval to overfill the E6 position to facilitate adequate personnel to fill the higher level positions.

b. Organizational changes that will create additional authorizations. For example, if an MTOE change creates an additional 10 positions of a low density MOS, the unit could request authorization to promote excess against the future vacancies.

c. Critical skill sets. If a unit has a training requirement it is unable to accomplish without a qualified Soldier in a low density MOS, the unit could request authorization to promote excess against that position. This would enable the unit factor in personnel turnover and still conduct required training.

6-12. 00F Positions. In an effort to fill the most qualified Soldiers by job classification and duty description in MOS immaterial vacancies; MSCs and O6 staff directorates should provide a memorandum specifying the group of MOSs that they feel best to select from and the duty description for each 00F vacancy to the EPS section no later than May 1st for consideration during that year's EPS cycle. When a request for vacancy fill is requested for a position that is MOS immaterial (00F), EPS will fill the vacancy with the highest ranked Soldier possessing one of the approved MOSs for that position. This provides flexibility for job specific skills based on duty description while ensuring the highest ranked Soldier is selected from the chosen list of MOSs on the OML. IAW NGR 600-200, para 2-21C, in the event there is no submission of duty description and MOS consideration list submitted to the EPB section prior to May 1st, selection for a qualified vacancy will be the highest ranked Soldier on the OML among all MOSs regardless of applicability to the specific vacant position.

6-13. CSM/1SG Fills. CSMs and 1SGs will be selected and promoted utilizing the CSM/1SG Leadership List. SFCs promotable and all SGMs, MSGs will annotate on the 4100 Leadership Addendum (Figure 6-4) whether or not they desire to compete for CSM and 1SG. Commander non-recommendations for leadership consideration will be annotated on the 4100 Leadership addendum and will be processed the same as non-recommendation for promotion (see paragraph (3-15)).

a. Fill procedures: RFFs will be submitted to EPS for CSM and 1SG vacancies. Positions will be announced for 30 days with an email sent to all Soldiers eligible to apply outlining the application process. The MSC is responsible for conducting the board. Any Soldier on the leaders list may be chosen, however, Commanders will consider MSGs and serving 1SG's with the MOS under automatic consideration before selecting a SFC or a non-MOSQ MSG/1SG. If the unit selects a SFC or non-MOSQ MSG/1SG for the position, the commander will submit a memorandum of justification explaining why a qualified E8 was not chosen. The EPS section will send a list to the MSC of all Soldiers under automatic consideration. Eligibility for leadership positions is:

(1) MSGs/SGMs already possessing the position MOS and rank commensurate with the position will be automatically considered.

(2) 1SGs/CSMs who have been in their current leadership position 24 months or more already possessing the position MOS and rank commensurate with the position will be automatically considered.

(3) 1SGs/CSMs who have been in their current leadership position between 12 and 24 months, regardless of MOS, may apply for the position.

(4) 1SGs/CSMs who have been in their current leadership position less than 12 months are ineligible to apply.

(5) AGRs and Technicians who have already served a CLASP assignment will be ineligible to apply.

(6) SFCs/MSGs/CSMs on the Leadership List, regardless of MOS, may apply for the position.

b. CSM are conditional promotions. Soldiers must complete the USASMA within the prescribed time as appropriate. Failure to complete the USASMA in accordance with AR 600-8-19 paragraph 1-28 will result in reduction to E8.

c. Units selecting AGRs or Technicians for 1SG/CSM positions will submit a Command Leadership Assignment (CLASP) agreement memo (Figure 6-5) to the EPS office with the selection packet for G1 approval. The approved CLASP memo will be submitted with the SF Form 52 to HRO to process the transfer. CLASP assignments will not exceed 3 years and are only allowed within the supported chain of command. AGRs and Technicians are not allowed more than one command or leadership assignment at the same level, regardless of duty status. Technicians must find a slot commensurate with their grade and technician compatibility upon assignment completion. AGR Soldiers are not authorized to be frocked into leadership positions. Refer to NGR 600-5 (SEP 2015) for additional information.

d. Declinations and hardship requests of leadership positions are handled in accordance paragraphs 6-5 and 6-6. Declination of a leadership position will result in the Soldier being removed from the leadership list.

Section III

AGR/Technician Positions

6-14. AGR Vacancies. Units with AGR vacancies will submit an SF Form 52 through the Chief of Staff's office to HRO. HRO will validate the vacancy and submit to the EPS section to identify the next available AGR Soldier eligible for selection from the OML. HRO will process any required transfers and promotions.

a. Declining AGR Positions. IAW para 7-42, AR 600-8-19, AGR Soldiers are not authorized to decline positions.

b. Declination Hardships. AGR Soldiers who decline due to hardship must submit the AGR Hardship Request (Figure 6-6) with supporting documentation. If approved, the Soldier will remain on the OML, but will be ineligible for selection for any other positions until the G1 is informed that the hardship no longer exists.

6-15. Technician Personnel. The following applies to Federal employees who are required to be a military member as a condition of employment. The Human Resource Office will be contacted to verify compatibility and non-grade inversion prior to filling unit vacancies with technician personnel.

a. Compatibility. The 4100 Addendum offers technicians the opportunity to decline assignments that are incompatible with their technician position. Technicians who decline assignments due to compatibility requirements will remain on the OML and will only be considered for compatible positions.

b. IAW TPR 303 Military Technician Compatibility, paragraph 2-2c, technicians may request compatibility waivers through HRO for TAG approval. Technicians who declined consideration for incompatible positions on the 4100 Addendum will only be considered for these positions after a compatibility waiver is granted. Consideration is not retroactive.

Section IV

NCOES Requirements

6-16. NCOES Requirements for Promotion and Board Consideration.

a. SSD

(1) SSD 1. Required as a prerequisite for Basic Leaders Course (BLC) and for consideration to be on the E5 OML. Soldiers who successfully completed WLC prior to 1 January 2014 are not required complete SSD level 1 and are eligible for promotion consideration to be placed on the OML.

(2) SSD 2. Required as a prerequisite for Advanced Leader Course (ALC) and for consideration to be on the E6 OML. Soldiers who successfully completed all phases of the Advanced Leader Course prior to 1 June 2014 do not need to complete SSD 2.

(3) SSD 3. Required as a prerequisite for Senior Leader Course (SLC) and for consideration to be on the E7 OML. Soldiers who successfully completed the Senior Leader Course prior to 1 January 2014 do not need to complete SSD 3.

(4) SSD 4. Required as a prerequisite for consideration to be on the E8 OML. MSGs/1SGs must complete SSD 4 as a prerequisite to enroll into the United States Army Sergeants Major Academy (USASMA).

b. Resident NCOES

(1) BLC/WLC is a requirement for promotion to E5 and for OML consideration to E6.

(2) ALC is a requirement for promotion to E6 and for OML consideration to E7.

(3) SLC is a requirement for promotion to E7 and for OML consideration to E8.

(4) USASMA enrollment is a requirement for conditional promotion to E9.

6-17. Courses creditable for NCOES. See paragraph 7-24 and 7-25, AR 600-8-19.

Section V

Mobilization

6-18. Promotion upon Mobilization. Soldiers mobilized under Title 10 USC 12301(d) in support of a contingency operation, and Title 10 USC 12302 or 12304 may be promoted one grade on the basis of an actual unit vacancy within their mobilized unit or to positions in non-mobilized units. Soldiers will not be released from mobilized units to accept a position in a non-mobilized unit. These Soldiers will be reassigned to those units upon REFRAD. These vacancies must be held for the deployed Soldier (PPG paragraph 13-8).

a. Soldiers mobilizing with another unit and who were EPS selected, will be promoted to the grade for which selected.

b. Soldiers who hold a higher grade position and are eligible and available for EPS selection at the time of mobilization are eligible for promotion.

c. Soldiers will not be promoted against an active Army TDA position.

d. Soldiers that decline transfer upon REFRAD to the unit they accepted the promotion in will have their promotion orders revoked. These soldiers may apply thru USPFO to DFAS for de facto status to keep any pay and allowances received at the higher grade.

e. AGR soldiers are considered statewide and must accept reassignment upon REFRAD.

6-19. During Dwell Time. All Soldiers will be eligible for promotion into units regardless of dwell time.

Section VI

Key Points

6-20. Bullets to Remember

- a. Promotions to Master Sergeant and above require at least an Interim Secret Clearance.
- b. Units are responsible for boarding their Soldiers who are deployed with other units.
- c. Major Commands are responsible for ensuring deployed units under their command receive their PER and 4100s and that they are received prior to any suspense date. (SGT-CSM Boards).
- d. Units must fill their vacancies in a timely manner (60 days or less).
- e. Units must hold a position for Soldiers who accept an EPS promotion while deployed.
- f. Units may not fill positions of Soldiers who volunteered for deployment or who were command directed.
- g. The PER must be verified when it is received. Losing units will notify gaining units of Soldiers no longer assigned to them and forward 4100s on those Soldiers. Contact EPS for assistance, if necessary.
- h. Requests for consideration in another CPMOS must be approved by the G1 prior to the board date. Requests must be sent thru channels using a DA 4187. Previously approved requests may be attached to the packet. Orders awarding a PMOS are also acceptable.
- i. Units should use caution when selecting Soldiers using an Exception to Policy Letter. Soldiers need to become fully qualified within two years in order to be promoted. Units should verify that the Soldier meets the minimum requirements to attend school. They should consider Soldier's line scores, security clearance, and length of school. (Can this Soldier meet the additional demands?)
- j. Once Soldiers are accepted using an Exception to Policy Letter, they will not be considered in the CPMOS for which they are on the OML. Their names will not be sent out for consideration. If they fail to meet the requirements of the ETP letter, they will again be considered in the CPMOS for which they are on the OML.
- k. Once Soldiers complete training and get fully qualified for promotion, documentation will be forwarded to the EPS section who will then initiate the PARS.
- l. IAW AR 640-30 para 6 DA Photos are required upon promotion to SSG.
- m. All Soldiers deserve the opportunity to compete for promotion.

Appendix A

References

AR 350-1, Army Training and Leader Development, 19 AUG 14

AR 600-8-19, Enlisted Promotions and Reductions, 2 FEB 15

Army Directive 2015-31, Requirements for Noncommissioned Officer Promotions, 13 AUG 15

Army Directive 2013-15, Noncommissioned Officer Promotions, 1 JUL 13

ALARACT 143/2015, Noncommissioned Officer Promotion Requirements, 20 AUG 15

ALARACT 126/2014, Change 2, Transition of Advanced Leader Course Common Core (ALC CC) to Structured Self Development Level 2 (SSD 2), 21 APR 15

NGR 600-5, The Active Guard Reserve (AGR) Program Title 32, Full Time National Guard Duty (FTNGD) Management, 21 SEP 15

NGR 600-200, Enlisted Personnel Management, 31 JUL 09

PPOM 15-032, Implementation of the Army National Guard Select, Train, Educate, and Promote (STEP) Career Management Model for the Enlisted Force, 6 OCT 15

PPOM 15-009, Exception to Administrative Removal from Enlisted Promotion List for Attendance in Officer Producing Program, 24 APR 15

PPOM 14-016, ARNG Expansion of Opportunities for Female Soldiers, 17 SEP 14

PPOM 13-037, ARNG Clarification of Army Directive 2013-15 (Noncommissioned Officer Promotions) (Corrected Copy), 23 DEC 14

PPOM 12-057, State Wide Vacancy Announcement (SWVA), 24 JUL 12

PPOM 11-061, Guidance for Senior Enlisted Promotion Boards Conducted Under the National Guard Automated Board System (NGABS), 6 SEP 11

PPOM 11-029, Enlisted Personnel Policies in Support of ALDS, 30 JUN 11

PPOM 10-083, Clarification of Civilian Education Requirements for Enlisted Promotion to Sergeant E5 and Above, 20 DEC 10

PPOM 10-041, Announcement of Changes for Senior Enlisted Promotion Boards, 6 AUG 10

PPOM 10-007, Updates to the Army National Guard (ARNG) Enlisted Promotion System (EPS) and Command Sergeant Major Selection, 14 JUN 10

Appendix B

Glossary—Acronyms

1SG

First Sergeant

4100

NGB Form 4100-1-R-E

4100 Addendum

GA ARNG Form 4100-B

ADOS

Active Duty Operational Support

AGR

Active Guard Reserve

AKO

Army Knowledge Online

ALC

Advanced Leaders Course

AMOS

Alternate Military Occupational Specialty

APFT

Army Physical Fitness Test

AR

Army Regulation

ARNG

Army National Guard

ASI

Additional Skill Identifier

BLC

Basic Leaders Course

BN

Battalion

CAB

Combat Action Badge

CDR

Commander

CES
Cumulative Enlisted Service

CIB
Combat Infantryman Badge

CLASP
Command, Leadership, and Staff Assignment Policy

CMB
Combat Medical Badge

CPL
Corporal

CPMOS
Career Progression Military Occupational Specialty

CSM
Command Sergeant Major

DA
Department of the Army

DFAS
Defense Finance and Accounting Service

DOR
Date of Rank

DPRO
Director's Personnel Readiness Overview

EFMB
Expert Field Medical Badge

EIB
Expert Infantryman Badge

EPS
Enlisted Promotion System

ERB
Enlisted Record Brief

ESO
Education Services Officer

ETP
Exception to Policy

FLL
First Line Leader

FRAGORD
Fragmentary Order

GAARNG
Georgia Army National Guard

GWOTEM
Global War on Terrorism Expeditionary Medal

HRO
Human Resources Office

IAW
In accordance with

iPERMs
Individual Personnel Electronic Records Management System

JFHQ
Joint Forces Headquarters

MDay
Mobilization Day (Traditional Soldier)

MOI
Memorandum of Instruction

MOS
Military Occupational Specialty

MOSQ
Military Occupational Specialty Qualified

MSC
Major Support Command

MSG
Master Sergeant

MTOE
Modified Table of Organization and Equipment

MUTA
Multiple Unit Training Assembly

NCO
Noncommissioned Officer

NCOER
Noncommissioned Officer Evaluation Report

NCOES
Noncommissioned Officer Education System

NCOIC
Noncommissioned Officer in Charge

NGABS
National Guard Automated Boards System

NGB
National Guard Bureau

NGR
National Guard Regulation

OCONUS
Outside Continental United States

OCS
Officer Candidate School

OML
Order of Merit List

PEBD
Pay Entry Basic Date

PAR
Personnel Action Request

PER
Personnel Eligibility Roster

PMOS
Primary Military Occupational Specialty

PPG
Personnel Policy Guidance

RCAS
Reserve Component Automation Systems

REFRAD
Release from Active Duty

RTI
Regional Training Institute

SFC
Sergeant First Class

SGM
Sergeant Major

SGT
Sergeant

SIDPERS
Standard Installation Division Personnel System

SLC
Senior Leaders Course

SMOS
Secondary Military Occupational Specialty

SMP
Simultaneous Membership Program

SOP
Standard Operation Procedure

SPC
Specialist

SPORTAL
SharePoint Portal

SQI
Skill Qualification Identifier

SSD
Structured Self Development

SSG
Staff Sergeant

STAB
Standby Advisory Board

SWVA
Statewide Vacancy Announcement

TAG
The Adjutant General

TDA
Table of Distribution and Allowances

TIG
Time in Grade

TIS
Time in Service

TPR
Technician Personnel Regulation

USASMA
US Army Sergeants Major Academy

UMR
Unit Manning Roster

USC
United States Code

USPFO
United States Property and Fiscal Office

WLC
Warrior Leaders Course

WOC
Warrant Officer Candidate

Figure 2-1

PERSONNEL ACTION			
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU (Include ZIP Code) COMMANDER, MSC NAME STREET ADDRESS CITY, GA ZIP		2. TO (Include ZIP Code) TAG-GA: ATTN: G1 1000 HALSEY AVENUE MARIETTA, GA 30060	
		3. FROM (Include ZIP Code) COMMANDER, UNIT NAME STREET ADDRESS CITY, GA ZIP	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) SOLDIER'S NAME		5. GRADE OR RANK/PMOS/AOC CURRENT GRADE/RANK/PMOS	
		6. SOCIAL SECURITY NUMBER 000-00-0000	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/>	Service School (Enl only)	<input type="checkbox"/>	Special Forces Training/Assignment
<input type="checkbox"/>	ROTC or Reserve Component Duty	<input type="checkbox"/>	On-the-Job Training (Enl only)
<input type="checkbox"/>	Volunteering For Oversea Service	<input type="checkbox"/>	Retesting in Army Personnel Tests
<input type="checkbox"/>	Ranger Training	<input type="checkbox"/>	Reassignment Married Army Couples
<input type="checkbox"/>	Reassignment Extreme Family Problems	<input type="checkbox"/>	Reclassification
<input type="checkbox"/>	Exchange Reassignment (Enl only)	<input type="checkbox"/>	Officer Candidate School
<input type="checkbox"/>	Airborne Training	<input type="checkbox"/>	Asgmt of Pers with Exceptional Family Members
		<input checked="" type="checkbox"/>	Other (Specify) REQUEST FOR PROMOTION
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Authority: AR 600-8-19, Chapter 7			
Soldier has met all requirements for promotion- (completion of NCOES, EXTENSION) and supporting documentation has been updated into SIDPERS and iPERMS as required.			
Soldier promotion eligibility has been verified on the GA Membership site at http://ga-nec/gamembership .			
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE Unit CDR, CPT, IN, CDR		13. SIGNATURE	
		14. DATE (YYYYMMDD)	

DEVELOPMENTAL COUNSELING FORM For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
DISCLOSURE:	Disclosure is voluntary.	
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI)	Rank/Grade	Date of Counseling
SMITH, SNUFFY A.	SGT/E6	1 November 2015
Organization	Name and Title of Counselor	
HHC 1-123 IN	UNIT COMMANDER'S NAME, Commander	
PART II - BACKGROUND INFORMATION		
Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)		
PERFORMANCE/PROFESSIONAL COUNSELING. SGT Smith, the purpose of this counseling is to inform you of the training requirements associated with your selection for promotion and assignment into a higher graded position.		
PART III - SUMMARY OF COUNSELING Complete this section during or immediately subsequent to counseling.		
Key Points of Discussion: SGT Smith, IAW PPOM 15-032, Implementation of the Army National Guard Select, Train, Educate and Promote (STEP) Career Management Model for Enlisted Force, you do not currently meet the NCOES requirements for promotion pin-on. You must be enrolled in at least the first phase of the required NCOES within 120 days of selection and you must complete the required NCOES training in the time frame specified below: Promotion to: SGT: must complete BLC within 24 months of selection SSG: must complete ALC within 24 months of selection* SFC: must complete SLC within 24 months of selection* *plus an additional 12 months per phase after the second phase You were selected for promotion on _____, and must be enrolled in the first phase of your NCOES NLT _____. Based on your MOS, the NCOES required for your promotion has _____ phases. Therefore, you must complete all phased of your NCOES NLT _____. NCOES Extension Waiver. An NCOES extension waivers may be requested by your chain of command, if they deem circumstances warrant an extension. Extension approvals are not guaranteed, and are at the discretion of the command. Extensions beyond the above suspense are not authorized for promotion to SGT. Extensions beyond the above suspense require O6 commander approval for promotion to SSG. Extensions beyond the above suspense require GO commander approval for promotion to SFC. If you deploy after your selection, your time line will stop on the day their mobilization starts and will restart 90 days after the date they were released from active duty.		
OTHER INSTRUCTIONS		
This form will be destroyed upon: reassignment (other than rehabilitative transfers), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

Plan of Action *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below))*

You will enroll in at least the first phase of your required NCOES NLT _____.

You will extend, if necessary, in order to enroll in the first phase of your NCOES.

You will complete your NCOES requirement within the time frame specified.

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual counseled: ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

I understand and agree with the requirements associated with my selection. I will complete the NCOES required for my promotion within the specified time frame.

I understand that failure to comply with any portion of these requirements will result in my command initiating removal from my position and that I will be placed in a position commensurate with my current grade and I will ineligible for selection for the duration of the EPS cycle.

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

Ensure that SGT Smith is enrolled in, prepared for, and completes the required NCOES within the time frame specified.

Request an extension for SGT Smith to complete NCOES requirements if circumstances warrant an extension.

Notify the EPS section (through the chain of command) if SGT Smith fails to comply with the training requirements.

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)*

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

SOLDIER VERIFICATION ADDENDUM – GA ARNG 4100-B

2016 EPS CYCLE

NAME (Last, First MI)	RANK	SSN (Last 4)
UNIT OF ASSIGNMENT		UIC

➤ **By completing and signing this addendum, I understand the following:**

1. I am expected to verify my iPERMs documents and review my Soldier Record Brief (SRB). I understand at a minimum the following documents will be reviewed by the consolidated board:

<input type="checkbox"/> Enlisted Record Brief	<input type="checkbox"/> NCOERs/E4 Word Picture	<input type="checkbox"/> DA 1059s	<input type="checkbox"/> MILED
<input type="checkbox"/> Award Certificates	<input type="checkbox"/> DA 705	<input type="checkbox"/> DA Photo	<input type="checkbox"/> CIVED

2. If I decline the promotion/assignment, I will be removed from the promotion list for the remainder of the current EPS cycle but will be reinstated on to the next EPS cycle.

➤ **Circle and initial your choice for the following:**

3. I want to be considered for promotion. ☐ YES ☐ NO
*** If no is circled skip questions below and sign. You will not be on the EPS list.**

➤ **For questions 4 thru 8 Soldier will not lose their position on the list by declining consideration**

4. I want to be considered for positions that require the following training; (Circle all applicable)

☐ Airborne ☐ Air Assault ☐ Ranger ☐ Instructor

5. I want to be considered for positions in historically all-male unit recently opened to females. (Females Only) ☐ YES ☐ NO ☐ N/A

6. I decline positions that are incompatible with my technician position. ☐ YES ☐ NO ☐ N/A

7. I want to be considered within the following area: (Circle One)

**Not selecting an option will default to "Unit Only."*

☐ Unit Only ☐ BN Only ☐ MSC Only ☐ Statewide or ☐ Geographical Area (1, 2, 3, 4, 5, 6, 7, 8)

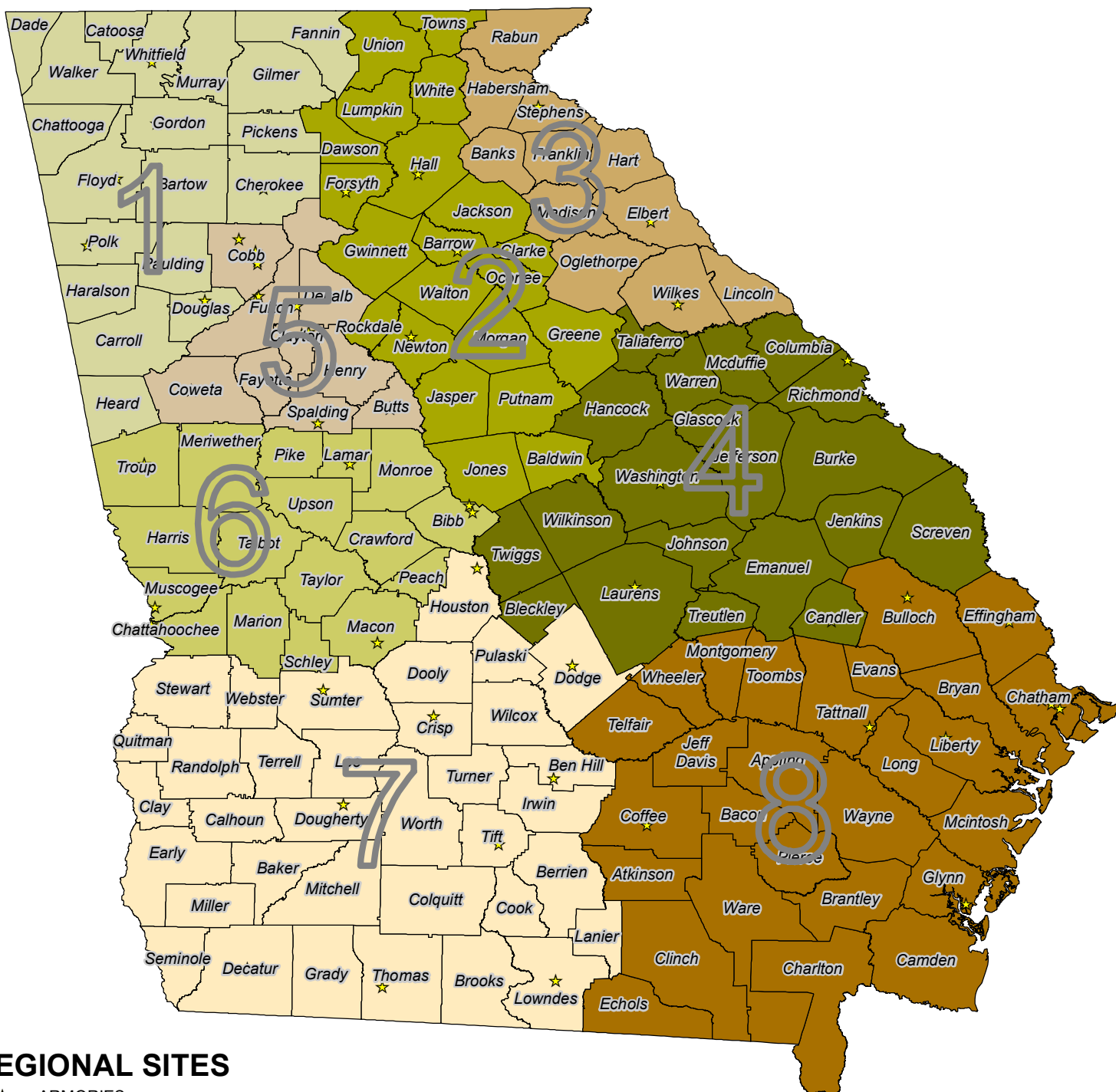
_____ Soldier's Signature / Date	_____ 1SG or Commander's Signature / Date
-------------------------------------	--

➤ **Soldier is NOT RECOMMENDED for promotion. *Supporting documentation is required. (DA 4187 and DA 4856)**

_____ Soldier's Signature / Date	_____ Commander's Signature / Date
-------------------------------------	---------------------------------------

Figure 2-4

EPS REGIONS



REGIONAL SITES

★ ARMORIES

1	CALHOUN CANTON CEDARTOWN DALTON DOUGLASVILLE ROME	3	ELBERTON HARTWELL TOCCOA WASHINGTON	5	ATLANTA CLAY NGC DECATUR DOBBINS ARB FT GILLEM KENNESAW MARIETTA OGLETHORPE CHARLIE BROWN GRIFFIN JACKSON NEWNAN	6	BARNESVILLE COLUMBUS FORSYTH FT BENNING HENRY D RUSSELL LAGRANGE MACON MONTEZUMA	7	ALBANY AMERICUS BAINBRIDGE CORDELLE EASTMAN FITZGERALD ROBINS AFB TIFTON THOMASVILLE VALDOSTA	8	BRUNSWICK DOUGLAS FT STEWART GGTC GLENNVILLE HINESVILLE HUNTER AAF SPRINGFIELD STATESBORO
2	COVINGTON CUMMING GAINESVILLE LAWRENCEVILLE MILLEDGEVILLE MONROE WINDER AIRPORT WINDER	4	AUGUSTA DUBLIN FT GORDON METTER SANDERSVILLE SWAINSBORO THOMSON WAYNESBORO								

Created by: SSG DORNER, JOSHUA S

PERSONNEL ACTION			
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY:		Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended	
PRINCIPAL PURPOSE:		To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.	
ROUTINE USES:		The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.	
DISCLOSURE:		Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.	
1. THRU (Include ZIP Code)		2. TO (Include ZIP Code)	
		3. FROM (Include ZIP Code)	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI)		5. GRADE OR RANK/PMOS/AOC	
SMITH, JAMES F.		E8/MSG/19Z	
		6. SOCIAL SECURITY NUMBER	
		123-45-6789	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/> Service School (Enl only)		<input type="checkbox"/> Special Forces Training/Assignment	
<input type="checkbox"/> ROTC or Reserve Component Duty		<input type="checkbox"/> On-the-Job Training (Enl only)	
<input type="checkbox"/> Volunteering For Oversea Service		<input type="checkbox"/> Retesting in Army Personnel Tests	
<input type="checkbox"/> Ranger Training		<input type="checkbox"/> Reassignment Married Army Couples	
<input type="checkbox"/> Reassignment Extreme Family Problems		<input type="checkbox"/> Reclassification	
<input type="checkbox"/> Exchange Reassignment (Enl only)		<input type="checkbox"/> Officer Candidate School	
<input type="checkbox"/> Airborne Training		<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
		<input checked="" type="checkbox"/> Other (Specify) CPMOS CHANGE	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Duty MOS and Primary MOS - 19Z			
Request Career Progression MOS change to SMOS - 11Z			
Company/Troop/Battery Commander signature/date		Concur Nonconcur	
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE		13. SIGNATURE	
NEAL, REGINALD G. A., COL, G1			
		14. DATE (YYYYMMDD)	

ENLISTED PROMOTION POINT WORKSHEET

(For use of this form, see NGR 600-200. The proponent agency is NGB-ARH-S)

Section I - PERSONNEL SYSTEM DATA

1. Name:	2. SSN: XXX-XX-7989	3. Rank: SGT5
4. Unit Name: JOINT FORCE HQ LAND COMPONENT	5. PMOSD: 42A20	6. PULHES: 111111
7. DOB: 01/23/1989	8. DOR: 02/18/2015 [0]	9. PEBD: 04/08/2010 [15]
10. BESD: 04/08/2010	11. ETS: 04/07/2018	12. Active Status Program: Y
13. Tech/Selective Service Code: N		

Section II - AWARDS

Fields 14-23. (If the following area is blank, no awards are recorded in the SIDPERS Database)

14. CASAWDAI	1	[12]
15. CASAWDTS	1	[10]
16. GADECCM	1	[20]
17. MILDECCA	1	[20]
18. MILDECMA	1	[15]
Awards Total:		[77]

Section III - TRAINING AND EDUCATION DATA

24. Weapons Qualification: M / 201508	25. APFT Score: 299 / P / 201410 [74]
26. Other Resident Training Weeks: 1 [5]	27. Self-development Course Hours: 0 [0]
28. Post-secondary Semester Hours: 0 / HIGH SCHOOL DIPLOMA [1]	

Section IV - VERIFICATION

a. I have verified this information. I do [] I do not [] want to be considered for military education and promotion.

b. IAW my enlistment/reenlistment contract, I have verified this information. I understand that if I decline a position within my selected region, I will be removed from the Enlisted Promotion List for the remainder of the life of that list. I understand that if I am on the Enlisted Promotion List, I may be scheduled for my required NCO Education by the state training office at the earliest possible date and will attend scheduled training. I further understand that if I fail to attend or complete scheduled NCOES training I may be referred to a reduction board per NGR 600-200 para 11-60. I also understand that if reduced in grade I will be moved into a position commensurate with my current grade. If a valid position is not available and I must be excess, I understand that I will lose any bonus or incentives I may have effective the date of reassignment.

Soldier's signature and date**Section V - APPRAISAL**

29. Board Member: []	30. Board Member: []
31. Board Member: []	32. Board Member: []
33. Board Member: []	

Section VI - TOTAL SCORE AND VERIFICATION

a. Field 8:	Time in Grade.....[0]	75 Points Maximum
b. Field 9:	Time in Service.....[15]	75 Points Maximum
c. Field 14-23:	Awards.....[75]	75 Points Maximum
d. Field 24:	Weapons Qualification.....[25]	75 Points Maximum
e. Field 25:	APFT.....[74]	75 Points Maximum
f. Field 26:	Other Resident Courses.....[5]	75 Points Maximum
g. Field 27:	Self-development Courses.....[0]	75 Points Maximum
h. Field 28:	Post-secondary Courses.....[1]	75 Points Maximum
i. Field 29-33:	Promotion Board Score.....[400 Points Maximum
	Total Admin Points....[195]	925 Points Maximum

Printed as of 10/1/2015 3:47:59 PM

Recorder: Printed name, signature, and date_____
Verifier: Printed name, signature, and date

Figure 3-2

E-4 WORD PICTURE

RATED SOLDIER'S NAME <i>(Last, First, MI)</i>		SSN		UNIT NAME, UIC, PRN	
PART I (Rater) – VALUES/NCO RESPONSIBILITIES		<i>Specific Bullet examples of "EXCELLENCE" or "NEEDS IMPROVEMENT" are mandatory. Specific Bullet example of "SUCCESS" are optional.</i>			
a. COMPETENCE <ul style="list-style-type: none"> o Duty proficiency; MOS competency o Technical & tactical; knowledge, skills, and abilities o Sound judgment o Seeking self-improvement; always learning o Accomplishing tasks to the fullest capacity; committed to excellence <div style="display: flex; justify-content: space-between; font-size: small;"> <div>EXCELLENCE <i>(Exceeds Std)</i></div> <div>SUCCESS <i>(Meets Std)</i></div> <div>NEEDS IMPROVEMENT <i>(Some)</i></div> <div>NEEDS IMPROVEMENT <i>(Much)</i></div> </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>					
b. PHYSICAL FITNESS & MILITARY BEARING <ul style="list-style-type: none"> o Mental and physical toughness o Endurance and stamina to go the distance o Displaying confidence and enthusiasm; looks like a Soldier <div style="display: flex; justify-content: space-between; font-size: small;"> <div>EXCELLENCE <i>(Exceeds Std)</i></div> <div>SUCCESS <i>(Meets Std)</i></div> <div>NEEDS IMPROVEMENT <i>(Some)</i></div> <div>NEEDS IMPROVEMENT <i>(Much)</i></div> </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>		APFT		HEIGHT/WEIGHT	
c. LEADERSHIP <ul style="list-style-type: none"> o Mission first o Genuine concern for Soldiers o Instilling the spirit to achieve and win o Setting the example; Be, Know, Do <div style="display: flex; justify-content: space-between; font-size: small;"> <div>EXCELLENCE <i>(Exceeds Std)</i></div> <div>SUCCESS <i>(Meets Std)</i></div> <div>NEEDS IMPROVEMENT <i>(Some)</i></div> <div>NEEDS IMPROVEMENT <i>(Much)</i></div> </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>					
d. TRAINING <ul style="list-style-type: none"> o Individual and team o Mission focused; performance oriented o Teaching soldiers how; common tasks, duty-related skills o Sharing knowledge and experience to fight, survive and win <div style="display: flex; justify-content: space-between; font-size: small;"> <div>EXCELLENCE <i>(Exceeds Std)</i></div> <div>SUCCESS <i>(Meets Std)</i></div> <div>NEEDS IMPROVEMENT <i>(Some)</i></div> <div>NEEDS IMPROVEMENT <i>(Much)</i></div> </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>					
e. RESPONSIBILITY & ACCOUNTABILITY <ul style="list-style-type: none"> o Care and maintenance of equipment/facilities o Soldier and equipment safety o Conservation of supplies and funds o Encouraging Soldiers to learn and grow o Responsible for good, bad, right & wrong <div style="display: flex; justify-content: space-between; font-size: small;"> <div>EXCELLENCE <i>(Exceeds Std)</i></div> <div>SUCCESS <i>(Meets Std)</i></div> <div>NEEDS IMPROVEMENT <i>(Some)</i></div> <div>NEEDS IMPROVEMENT <i>(Much)</i></div> </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>					
PART II – OVERALL PERFORMANCE AND POTENTIAL					
a. RATER. Overall potential for promotion and/or service in positions of greater responsibility. <div style="display: flex; justify-content: space-around; font-size: small;"> <div>AMONG THE BEST</div> <div>FULLY CAPABLE</div> <div>MARGINAL</div> </div> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>		b. SENIOR RATER BULLET COMMENTS <div style="height: 100px;"></div>			
c. SENIOR RATER. Overall performance. <div style="display: flex; justify-content: space-around; font-size: small;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around; font-size: x-small;"> 1 Successful 2 3 4 Fair 5 Poor </div>		d. SENIOR RATER. Overall potential for promotion and/or service in positions of greater responsibility. <div style="display: flex; justify-content: space-around; font-size: small;"> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div> <div style="display: flex; justify-content: space-around; font-size: x-small;"> 1 Superior 2 3 4 Fair 5 Poor </div>			
<div style="display: flex; justify-content: space-between; font-size: x-small;"> <div>Printed Name/Signature Rated Soldier</div> <div>Date</div> <div>Printed Name/Signature Rater</div> <div>Date</div> <div>Printed Name/Signature Sr. Rater</div> <div>Date</div> </div>					

DEVELOPMENTAL COUNSELING FORM For use of this form, see ATP 6-22.1; the proponent agency is TRADOC.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY:	5 USC 301, Departmental Regulations; 10 USC 3013, Secretary of the Army.	
PRINCIPAL PURPOSE:	To assist leaders in conducting and recording counseling data pertaining to subordinates.	
ROUTINE USES:	The DoD Blanket Routine Uses set forth at the beginning of the Army's compilation of systems or records notices also apply to this system.	
DISCLOSURE:	Disclosure is voluntary.	
PART I - ADMINISTRATIVE DATA		
Name (Last, First, MI)	SMITH, SNUFFY A.	Rank/Grade SFC/E7
Date of Counseling	1 November 2015	
Organization HHC 1-123 IN	Name and Title of Counselor UNIT COMMANDER'S NAME, Commander	
PART II - BACKGROUND INFORMATION		
Purpose of Counseling: (Leader states the reason for the counseling, e.g. Performance/Professional or Event-Oriented counseling, and includes the leader's facts and observations prior to the counseling.)		
PERFORMANCE/PROFESSIONAL COUNSELING. SFC SMITH, THE PURPOSE OF THIS COUNSELING IS TO INFORM YOU THAT I AM RECOMMENDING/REQUESTING THAT YOU NOT BE CONSIDERED FOR PROMOTION AND/OR LEADERSHIP POSITIONS FOR THE UPCOMING 2016 EPS BOARD.		
PART III - SUMMARY OF COUNSELING Complete this section during or immediately subsequent to counseling.		
Key Points of Discussion: SPC SMITH, IAW AR 600-8-19, CHAPTER 7, PARAGRAPH 7-33, I AM RECOMMENDING/REQUESTING THAT YOU NOT BE CONSIDERED FOR PROMOTION AND/OR LEADERSHIP POSITIONS OR PLACEMENT ON THE UPCOMING EPS AND LEADERSHIP LISTS DURING THE UPCOMING 2016 EPS BOARD. THE REASON I AM RECOMMENDING/REQUESTING THIS ACTION IS...STATE REASON FOR NON-CONSIDERATION, i.e.; CONTINUED APFT FAILURE, CONTINUED INABILITY TO MEET ARMY WEIGHT STANDARDS, POOR DUTY PERFORMANCE, SPECIFIC INCIDENT OF MISCONDUCT, INSUFFICIENT EXPERIENCE AND KNOWLEDGE IN PERSONAL AND PROFESSIONAL QUALITIES, FAILURE TO SHOW POTENTIAL TO PERFORM AT THE NEXT HIGHER RANK, ETC... (TYPICALLY, THERE SHOULD BE SOME COUNSELING/NCOER(s) SHOWING THESE FACTS). YOU NEED TO UNDERSTAND THAT I AM NOT THE APPROVAL AUTHORITY FOR THIS ACTION. DENIAL OF PROMOTION CONSIDERATION TO SGT WILL BE APPROVED BY THE FIRST COMMANDER AUTHORIZED IN RANK OF LTC OR HIGHER. DENIAL OF PROMOTION CONSIDERATION TO SSG AND SFC WILL BE APPROVED BY THE FIRST COMMANDER AUTHORIZED IN RANK COL OR HIGHER. DENIAL OF PROMOTION CONSIDERATION TO MSG OR SGM WILL BE APPROVED BY THE STATE ADJUTANT GENERAL. DENIAL OF LEADERSHIP POSITION CONSIDERATION FOR 1SG/CSM WILL BE APPROVED BY THE STATE ADJUTANT GENERAL. THESE COMMANDERS WILL PERSONALLY APPROVE OR DISAPPROVE THESE ACTIONS, AND WILL NOT DELEGATE THIS AUTHORITY. IF APPROVED, THE DENIAL OF CONSIDERATION WILL BE MAINTAINED ONLY WITH, AND WILL EXPIRE WITH, THE PROMOTION LIST FOR WHICH IT WAS INITIATED (2016 EPS LIST). YOU MAY REBUT (APPEAL) THIS RECOMMENDATION/REQUEST AND SUBMIT STATEMENTS THAT DIRECTLY AFFECT YOUR CIRCUMSTANCES. YOU HAVE UP TO ONE MONTH TO PREPARE COMMENTS AND CONSULT WITH A JUDGE ADVOCATE, IF DESIRED. AFTER ONE MONTH HAS PASSED, THIS RECOMMENDATION/REQUEST WILL BE SUBMITTED FOR FINAL APPROVAL/DISAPPROVAL, REGARDLESS OF WHETHER OR NOT YOU HAVE SUBMITTED DOCUMENTATION ON YOUR BEHALF. THE FINAL APPEAL AUTHORITY IS THE STATE AG OR APPROPRIATE DESIGNEE.		
OTHER INSTRUCTIONS		
This form will be destroyed upon: reassignment (<i>other than rehabilitative transfers</i>), separation at ETS, or upon retirement. For separation requirements and notification of loss of benefits/consequences see local directives and AR 635-200.		

Figure 3-3

Plan of Action *(Outlines actions that the subordinate will do after the counseling session to reach the agreed upon goal(s). The actions must be specific enough to modify or maintain the subordinate's behavior and include a specified time line for implementation and assessment (Part IV below)*

- IF THIS RECOMMENDATION/REQUEST IS APPROVED, YOU WILL NOT BE CONSIDERED FOR PROMOTION AND/OR LEADERSHIP ASSIGNMENTS OR PLACEMENT ON THE UPCOMING EPS AND/OR LEADERSHIP LISTS DURING THE UPCOMING 2016 EPS BOARD.

- IN ORDER FOR ME TO CONSIDER YOU FOR PROMOTION AND/OR LEADERSHIP POSITIONS ON FUTURE EPS BOARDS, YOU MUST...(SET CONDITIONS, GOALS, AND/OR PLAN OF ACTION THAT THE SOLDIER NEEDS TO STRIVE FOR AND SUCCESSFULLY ACCOMPLISH IN ORDER TO BE CONSIDERED FOR PROMOTION ON FUTURE EPS BOARDS).

Session Closing: *(The leader summarizes the key points of the session and checks if the subordinate understands the plan of action. The subordinate agrees/disagrees and provides remarks if appropriate.)*

Individual counseled: ☐ I agree ☐ disagree with the information above.

Individual counseled remarks:

I (AGREE) or (DISAGREE) WITH THIS ACTION/REQUEST AND I (DO) or (DO NOT) REQUEST TO APPEAL THIS ACTION. IF I REQUEST TO APPEAL THIS ACTION, I UNDERSTAND THAT I HAVE NO MORE THAN 30 DAYS TO PROVIDE ANY STATEMENTS AND/OR DOCUMENTATION ON MY BEHALF TO BE CONSIDERED BY THE APPEAL AUTHORITY.

Signature of Individual Counseled: _____ Date: _____

Leader Responsibilities: *(Leader's responsibilities in implementing the plan of action.)*

ENSURE SFC SNUFFY UNDERSTANDS THE REASON FOR THIS RECOMMENDATION/REQUEST, AND THAT HE/SHE UNDERSTANDS THE APPEAL PROCESS IF APPEAL IS DESIRED.

Signature of Counselor: _____ Date: _____

PART IV - ASSESSMENT OF THE PLAN OF ACTION

Assessment: *(Did the plan of action achieve the desired results? This section is completed by both the leader and the individual counseled and provides useful information for follow-up counseling.)*

Counselor: _____ Individual Counseled: _____ Date of Assessment: _____

Note: Both the counselor and the individual counseled should retain a record of the counseling.

PERSONNEL ACTION			
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU (Include ZIP Code)		3. FROM (Include ZIP Code)	
2. TO (Include ZIP Code)		3. FROM (Include ZIP Code)	
COMMANDER, BN NAME		COMMANDER, UNIT NAME	
STREET ADDRESS		STREET ADDRESS	
CITY, GA ZIP		CITY, GA ZIP	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI)		5. GRADE OR RANK/PMOS/AOC	
SOLDIER'S NAME		CURRENT GRADE/RANK/PMOS	
		6. SOCIAL SECURITY NUMBER	
		000-00-0000	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/>	Service School (Enl only)	<input type="checkbox"/>	Special Forces Training/Assignment
<input type="checkbox"/>	ROTC or Reserve Component Duty	<input type="checkbox"/>	On-the-Job Training (Enl only)
<input type="checkbox"/>	Volunteering For Oversea Service	<input type="checkbox"/>	Retesting in Army Personnel Tests
<input type="checkbox"/>	Ranger Training	<input type="checkbox"/>	Reassignment Married Army Couples
<input type="checkbox"/>	Reassignment Extreme Family Problems	<input type="checkbox"/>	Reclassification
<input type="checkbox"/>	Exchange Reassignment (Enl only)	<input type="checkbox"/>	Officer Candidate School
<input type="checkbox"/>	Airborne Training	<input type="checkbox"/>	Asgmt of Pers with Exceptional Family Members
		<input checked="" type="checkbox"/>	Other (Specify) Denial of Promotion Consideration
9. SIGNATURE OF SOLDIER (When required)			10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Authority: AR 600-8-19, PARA 7-33. Commander's counseling for denial of promotion consideration is attached.			
Company/Troop/Battery First Sergeant signature/date		Concur	Nonconcur
Company/Troop/Battery Commander signature/date		Concur	Nonconcur
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein -			
<input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE		13. SIGNATURE	
BN/SQDN Cdr's Name, LTC, Branch, GAARNG			
		14. DATE (YYYYMMDD)	

PERSONNEL ACTION			
For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.			
DATA REQUIRED BY THE PRIVACY ACT OF 1974			
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended			
PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8.			
ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system.			
DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.			
1. THRU (Include ZIP Code) COMMANDER, BN NAME STREET ADDRESS CITY, GA ZIP		2. TO (Include ZIP Code) COMMANDER, MSC NAME STREET ADDRESS CITY, GA ZIP	
		3. FROM (Include ZIP Code) COMMANDER, UNIT NAME STREET ADDRESS CITY, GA ZIP	
SECTION I - PERSONAL IDENTIFICATION			
4. NAME (Last, First, MI) SOLDIER'S NAME		5. GRADE OR RANK/PMOS/AOC CURRENT GRADE/RANK/PMOS	
		6. SOCIAL SECURITY NUMBER 000-00-0000	
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)			
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____			
SECTION III - REQUEST FOR PERSONNEL ACTION			
8. I request the following action: (Check as appropriate)			
<input type="checkbox"/>	Service School (Enl only)	<input type="checkbox"/>	Special Forces Training/Assignment
<input type="checkbox"/>	ROTC or Reserve Component Duty	<input type="checkbox"/>	On-the-Job Training (Enl only)
<input type="checkbox"/>	Volunteering For Oversea Service	<input type="checkbox"/>	Retesting in Army Personnel Tests
<input type="checkbox"/>	Ranger Training	<input type="checkbox"/>	Reassignment Married Army Couples
<input type="checkbox"/>	Reassignment Extreme Family Problems	<input type="checkbox"/>	Reclassification
<input type="checkbox"/>	Exchange Reassignment (Enl only)	<input type="checkbox"/>	Officer Candidate School
<input type="checkbox"/>	Airborne Training	<input type="checkbox"/>	Asgmt of Pers with Exceptional Family Members
		<input checked="" type="checkbox"/>	Other (Specify) Denial of Promotion Consideration
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)	
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)			
Authority: AR 600-8-19, PARA 7-33. Commander's counseling for denial of promotion consideration is attached.			
Company/Troop/Battery First Sergeant signature/date		Concur	Nonconcur
Company/Troop/Battery Commander signature/date		Concur	Nonconcur
Batallion/Squadron CSM signature/date		Concur	Nonconcur
Batallion/Squadron Commander signature/date		Concur	Nonconcur
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL			
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED			
12. COMMANDER/AUTHORIZED REPRESENTATIVE MSC Cdr's Name, COL, Branch, GAARNG		14. DATE (YYYYMMDD)	

PERSONNEL ACTION For use of this form, see PAM 600-8; the proponent agency is DCS, G-1.		
DATA REQUIRED BY THE PRIVACY ACT OF 1974		
AUTHORITY: Title 10, USC, Section 3013, E.O. 9397 (SSN), as amended PRINCIPAL PURPOSE: To request or record personnel actions for or by Soldiers in accordance with DA PAM 600-8. ROUTINE USES: The DoD Blanket Routine Uses that appear at the beginning of the Army's compilation of systems of records may apply to this system. DISCLOSURE: Voluntary; however failure to provide Social Security Number may result in a delay or error in processing the request for personnel action.		
1. THRU (Include ZIP Code) COMMANDER, MSC NAME STREET ADDRESS CITY, GA ZIP	2. TO (Include ZIP Code) TAG-GA: ATTN: G1 1000 HALSEY AVENUE MARIETTA, GA 30060	3. FROM (Include ZIP Code) COMMANDER, UNIT NAME STREET ADDRESS CITY, GA ZIP
SECTION I - PERSONAL IDENTIFICATION		
4. NAME (Last, First, MI) SOLDIER'S NAME	5. GRADE OR RANK/PMOS/AOC CURRENT GRADE/RANK/PMOS	6. SOCIAL SECURITY NUMBER 000-00-0000
SECTION II - DUTY STATUS CHANGE (AR 600-8-6)		
7. The above Soldier's duty status is changed from _____ to _____ effective _____ hours, _____		
SECTION III - REQUEST FOR PERSONNEL ACTION		
8. I request the following action: (Check as appropriate)		
<input type="checkbox"/> Service School (Enl only)	<input type="checkbox"/> Special Forces Training/Assignment	<input type="checkbox"/> Identification Card
<input type="checkbox"/> ROTC or Reserve Component Duty	<input type="checkbox"/> On-the-Job Training (Enl only)	<input type="checkbox"/> Identification Tags
<input type="checkbox"/> Volunteering For Oversea Service	<input type="checkbox"/> Retesting in Army Personnel Tests	<input type="checkbox"/> Separate Rations
<input type="checkbox"/> Ranger Training	<input type="checkbox"/> Reassignment Married Army Couples	<input type="checkbox"/> Leave - Excess/Advance/Outside CONUS
<input type="checkbox"/> Reassignment Extreme Family Problems	<input type="checkbox"/> Reclassification	<input type="checkbox"/> Change of Name/SSN/DOB
<input type="checkbox"/> Exchange Reassignment (Enl only)	<input type="checkbox"/> Officer Candidate School	<input checked="" type="checkbox"/> Other (Specify) Deny Consideration for Promotion and/or Leadership Position
<input type="checkbox"/> Airborne Training	<input type="checkbox"/> Asgmt of Pers with Exceptional Family Members	
9. SIGNATURE OF SOLDIER (When required)		10. DATE (YYYYMMDD)
SECTION IV - REMARKS (Applies to Sections II, III, and V) (Continue on separate sheet)		
<div style="display: flex; justify-content: space-between;"> <div> Company/Troop/Battery First Sergeant signature/date Company/Troop/Battery Commander signature/date Battalion/Squadron CSM signature/date Battalion/Squadron Commander signature/date MSC CSM signature/date MSC Commander signature/date </div> <div> Concur Nonconcur Concur Nonconcur Concur Nonconcur Concur Nonconcur Concur Nonconcur Concur Nonconcur </div> <div> Authority: AR 600-8-19, PARA 7-33. Commander's counseling for denial of promotion and/or leadership position consideration is attached. </div> </div>		
SECTION V - CERTIFICATION/APPROVAL/DISAPPROVAL		
11. I certify that the duty status change (Section II) or that the request for personnel action (Section III) contained herein - <input type="checkbox"/> HAS BEEN VERIFIED <input type="checkbox"/> RECOMMEND APPROVAL <input type="checkbox"/> RECOMMEND DISAPPROVAL <input type="checkbox"/> IS APPROVED <input type="checkbox"/> IS DISAPPROVED		
12. COMMANDER/AUTHORIZED REPRESENTATIVE JOSEPH JARRARD, BG, TAG	13. SIGNATURE	14. DATE (YYYYMMDD)

Figure 4-1

REQUEST FOR STANDBY ADVISORY BOARD CONSIDERATION

IAW AR 600-8-19 chapter 7(dtd 02 February 2015)

SECTION I – SOLDIER IDENTIFICATION

NAME _____ SSN _____ - - RANK _____
(Last, First, MI)

CPMOS _____ UNIT OF ASSIGNMENT _____

SECTION II – REQUEST FOR CONSIDERATION

I request the following be considered by the Board: *(Check all that apply and list all supporting documentation attached)*

Request(s)	Attached Supporting Documentation	SIDPERS Verified
<input type="checkbox"/> NCOER/Word Picture		<input type="checkbox"/>
<input type="checkbox"/> Area of Consideration Change		<input type="checkbox"/>
<input type="checkbox"/> CPMOS Change		<input type="checkbox"/>
<input type="checkbox"/> Weapons Qualification		<input type="checkbox"/>
<input type="checkbox"/> Awards		<input type="checkbox"/>
<input type="checkbox"/> APFT		<input type="checkbox"/>
<input type="checkbox"/> Other Resident Training Courses		<input type="checkbox"/>
<input type="checkbox"/> Self-Development Courses		<input type="checkbox"/>
<input type="checkbox"/> Post Secondary Courses		<input type="checkbox"/>
<input type="checkbox"/> Other <i>(Specify)</i> :IST,SMP/OCS/WOC Disenrollment		<input type="checkbox"/>

*ALL requests require source documents for verification (DA Form 1059, DA Form 705, College transcript, etc.)

*ALL requests require a letter to the President of the Board from the Soldier IAW AR 600-8-19 (dtd 2 February 2015) to justify action after the initial publication of the EPS list.

I am requesting Standby Advisory Board consideration as described above.

 Signature of requesting Soldier

 Date

SECTION III – AUTHORIZATION

I have reviewed and verified this Standby Advisory Board request, and authorize this request.

 Printed Name of Commander

 Signature of Commander

 Date

SECTION IV – RECEIPT CONFIRMATION *(for State use only)*

I certify that EPS has received this Standby Advisory Board request packet, and the Standby Advisory Board roster is updated.

 Printed Name of Receiver

 Signature of Receiver

 Date Received

This packet will be going before the Standby Advisory Board for consideration on following date:

15 SEP 2015

Date of the Board

Figure 6-1

Declination of Promotion ***for M-Day Soldiers Only***

(Date)

MEMORANDUM FOR:

**JFHQ, G1-EPB
Attn: EPS Section
1000 Halsey Ave., Bldg. 447
Marietta, Georgia 30060**

SUBJECT: DECLINATION OF PROMOTION / TRANSFER

I have received promotion and transfer orders to the following unit/position and wish to decline the promotion and transfer.

ORDER #: _____ GAINING UNIT: _____

Para/Lin: _____ / _____ ~~MOS~~: _____

M-Day Soldiers that decline promotion will be removed and not be re-instated on the EPS promotion list for duration of the current promotion cycle (For example: A Soldier is selected in July 2015 and they decline the promotion. They will then not be eligible for promotion for the remainder of the 2015 list, but may complete documents in January 2016 to compete on the 2016 EPS List, scheduled to be published on 15 May 2016).

Signed by Soldier

(Print Name/Rank/SSN/of Soldier)

Figure 6-2

Hardship Waiver Request ***for M-Day Soldiers Only***

(Date)

MEMORANDUM FOR:

**JFHQ, G1-EPB
Attn: EPS Section
1000 Halsey Ave., Bldg. 447
Marietta, Georgia 30060**

SUBJECT: HARDSHIP WAIVER REQUEST

I have received promotion and transfer orders to the following unit/position and wish to decline the promotion and transfer.

ORDER # _____ GAINING UNIT _____

Para/Lin: _____ / _____ MOS: _____

M-Day Soldiers may request a hardship waiver by submitting a waiver request (along with attached documentation demonstrating the personal hardship) through command channels to the G1, no later than 30 days from the promotion date. If approved, Soldiers will remain on the list but are not eligible for an assignment or promotion until submitting documentation that the hardship no longer exists.

Signed by Soldier

(Print Name/Rank/SSN/of Soldier)

Encl (Supporting Hardship Documentation)

Additional Requirements for Instructors.

1. Enlisted Instructors at Regional Training Institutes (RTI). Only the highest quality Soldiers will be assigned to RTI. Soldiers assigned to instructor positions must hold SQI "8" or meet proponent prerequisites to attend.
2. The initial selection criteria for RTI instructor duty are:
 - a. Have no personal habits or character traits that are questionable from a security clearance or background check standpoint.
 - b. Possess mature judgment and initiative.
 - c. Have a minimum of three years remaining time-in-service upon assignment or agree to reenlist or extend to meet the requirement.
 - d. Have a security clearance consistent with that required to attend the requisite instructor course.
 - e. Meet minimum Reading Grade Level (RGL) and Language Grade Level (LGL) required for attendance to the requisite instructor course.
 - f. Display outstanding military bearing.
 - g. Be fully qualified in the MOS for which instructor duty is desired and have at least one year of experience in that MOS.
 - h. Have recently held a relevant leadership assignment.
 - i. Have a demonstrated ability to be an instructor.
 - j. Does not have a speech impediment.
 - k. Meet all other minimum regulatory requirements to serve as an NCO Instructor at an RTI.

LEADERSHIP VERIFICATION ADDENDUM – GA ARNG 4100-B

2016 EPS CYCLE

NAME (Last, First MI)	RANK	SSN (Last 4)
UNIT OF ASSIGNMENT		UIC

➤ **By completing and signing this addendum, I understand the following:**

1. I am expected to verify my iPERMs documents and review my Soldier Record Brief (SRB). I understand at a minimum the following documents will be reviewed by the consolidated board:

· Enlisted Record Brief	· NCOERs/E4 Word Picture	· DA 1059s	· MILED
· Award Certificates	· DA 705	· DA Photo	· CIVED

2. If I decline the leadership assignment, I will be removed from the leadership list for the remainder of the current leadership cycle but will be reinstated on to the next EPS leadership cycle.

➤ **Circle and initial your choice for the following:**

3. I want to be considered for a 1SG/CSM position. · YES · NO
*** If no is circled skip question 4 below and sign. You will not be on the leadership list.**

➤ **For question 4 Soldier will not lose their position on the list by declining consideration**

4. I want to be considered within the following area: (Circle One)
**Not selecting an option will default to "Unit Only."*

· Unit Only · BN Only · MSC Only · Statewide or · Geographical Area (1, 2, 3, 4, 5, 6, 7, 8)

_____ Soldier's Signature / Date	_____ 1SG or Commander's Signature / Date
-------------------------------------	--

➤ **Soldier is NOT RECOMMENDED for leadership position. *Supporting documentation is required. (DA 4187 and DA 4856)**

_____ Soldier's Signature / Date	_____ Commander's Signature / Date
-------------------------------------	---------------------------------------

Certificate of Agreement and Understanding
Command Leadership and Staff Assignment Policy (CLASP)

1. As of 1 October 2015 all CLASP assignments will be processed in accordance with NGR 600-5, paragraph 4-6 dated 21 September 2015.

1. Georgia Army National Guard Active Guard Reserve (AGR) and Military Technician (Dual-Status) Officers and Noncommissioned officers applying for entry into the Command Leadership Assignment Program (CLASP), must sign this certificate of understanding and agreement prior to issuance of orders.

2. A copy of this agreement will be given to the individual and one copy will be filed permanently in the Soldier's Army Military Human Resource Record (iPERMS).

Conditions and Obligations

_____ As an AGR or Military Technician in the Georgia Army National Guard, I am applying for a CLASP assignment. I understand that I will be placed in a leadership position IAW the guidelines of NGR 600-5, paragraph 4-6 dated 21 September 2015.

_____ To ensure continuity and stability within the organization's fulltime force, I understand that I will not be assigned to a leadership position for a period exceeding 3 years.

_____ I understand that if serving in an MTOE unit that mobilizes, I will mobilize with that unit, and my full-time AGR or Military Technician position will not be backfilled.

_____ If promoted upon mobilization to Title 10, I understand that upon REFRAD, I will have 1 year to be either EPS selected for the grade in which promoted, or to find a valid and vacant AGR or compatible Military Technician position for that grade. Failure to do so will result in reduction to my original grade prior to mobilization.

_____ I understand that while serving in a CLASP assignment outside the normal commuting area of my assigned AGR duty location I may be entitled to applicable Temporary Duty (TDY) travel and certain transportation allowances IAW the Joint Travel Regulation (JTR).

Soldier's Signature

Date

Battalion Admin Officer's Signature

Date

MACOM Admin Officer's Signature

Date

HRO Signature

Date

G1 Signature

Date

Figure 6-6

Hardship Waiver Request ***for AGR Soldiers Only***

(Date)

MEMORANDUM THRU JFHQ-HRO (Attn: AGR Management Branch)

FOR JFHQ, G1-EPB (Attn: EPS Section)

SUBJECT: HARDSHIP WAIVER REQUEST

I just received an EPS notification from HRO for a promotion and transfer on:
_____, however due to personal circumstances, I request a hardship waiver.

In accordance with AR 600-8-19, para 7-43, AGR Soldiers may request a waiver due to personal hardship. This waiver request will be submitted thru HRO to the G1, no later than two working days after EPS notification from HRO. If approved, AGR Soldiers will remain on the list but are not eligible for an assignment or promotion until submitting documentation that the hardship no longer exists.

Signed by Soldier

(Print Name/Rank/SSN/of Soldier)